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THE DBE NEWSLETTER

MONTANA DEPARTMENT OF TRANSPORTATION

Published Monthly by DBE Supportive Services

Volume 5, Issue 1

Promoting the growth of Disadvantaged Business in Montana

January 2005

Upcoming Dates WORKSHOPS

- ✓ Contracting Opportunities with City of Billings Airport and MET Transit, Montana Highway Department
Billings, MT January 20, 2005
- ✓ MDT Construction Environmental Permitting Workshop
Helena, MT—January 25, 2005
- ✓ MDT Erosion Control Introductory Workshop
Helena, MT - January 26, 2005
- ✓ Government Contracting Workshop
Helena, MT—February 10, 2005

For more information on these workshops go to:

www.mdt.state.mt.us/civilrights/business_train.shtml

Way to Go! 

Notable prime contractors' teaming with DBE companies on current highway construction projects:

Riverside Contracting, Inc. 7.1%
Polson East

Helena Sand & Gravel, Inc. 10.1%
Safety Improvement North of Helena

THANK YOU
for your commitment to the DBE Program !

HAPPY NEW YEAR 

NEW MDT DIRECTOR

Jim Lynch



Welcome aboard Jim!

Governor Brian Schweitzer has appointed Jim Lynch as the Montana Department of Transportation Director. Governor Schweitzer stated "The roadways are the lifelines of Montana, and I am honored to be appointing Jim Lynch, a man who has built roads and managed

Jim comes to the department with many years of highway experience and looks forward to serving in his new role as Montana's Director of Transportation.

MDT TRIBAL LIAISON OFFICER

Russ McDonald

We are pleased to announce the selection of Russ McDonald for the Tribal Coordinator position and welcome him to the director's office staff. The Human Resources Administrator position will be advertised as soon as possible. Russ will act in a dual role until the HR position is filled.



Congratulations, Russ!

CORRECTION !!

Dennis Devous with Riverside Contracting was misidentified in November's DBE newsletter. Dennis Devous attended October's DBE Networking Session. Thanks again Dennis for participating.



MONTANA DBE COMPANY MONTHLY UPDATE

Newly Certified DBE Companies

Current Transportation Solutions	Lisa Ballard	Bozeman	MT	Consultant-Transportation Development Plans, Policy & Coordination; Consultant Transportation Planning, Consulting-Evaluation Plans
TLP-EPL Enterprises dba Epcon Lab	Guadalupe Diaz	Santa Teresa	NM	Manufacture & Supply Materials; Regular Dealer of Optical Goods/Eyewear; Manufacturer of Optical and Safety Lenses

Re-Certified DBE Companies

AM Tech Services	Annell E. Fillinger	Helena	MT
Apple Valley Backhoe Service	Milton 'Nubby' Peterson	Black Eagle	MT
Arrow Striping & Manufacturing, Inc.	Kymm Stark	Billings	MT
B & B Diversified Materials	Beverly Christensen	Fairfield	CA
Bailey Paving, Inc.	Joesph Bailey	Belgrade	MT
Bernard Pease Masonry, Inc	Bernard Pease	Billings	MT
C & C Excavation, Inc.	Carol Bachini-Wood	Havre	MT
C. Montagne, Public Health Consultant	Claudia Montagne	Helena	MT
CJM Construction Co., LLC	Cynthia C. Moore	Las Vegas	NV
Clancy Consultants, Inc.	Ann Clancy	Billings	MT
Cole Acoustics	Jamee Cole	Whitefish	MT
Crooked Fork Fencing, Inc.	Kella Babcock	Lolo	MT
Custom Fencing & Welding, Inc.	Diana Youngquist	Sidney	MT
Doherty & Associates	Karen Doherty	Boise	ID
E2 Concrete Construction	Kenneth Espinosa	Miles City	MT
Eagle Rock Timber, Inc.	Rick Gokey	Idaho Falls	ID
Ethnoscience, Inc.	Lynelle A. Peterson	Billings	MT
Exeltech Consulting, Inc.	Santosh Kuruvilla	Olympia	WA
G & L Painting & Drywall	Earl LaRoque	Lincoln	MT
Hyalite Environmental, LLC	Christina Thelen	Bozeman	MT
ICT Construction, LLC	Janet Charbonneau	Ballantine	MT
Jares Fence Company, Inc.	Bonnie K. Jares	Billings	MT
Johnson Trucking	Terry Johnson	Mission	SD
KM Construction, Inc.	Karen Moore	Bozeman	MT
Kootenai Surveyors, Inc.	S. Manon Hughes	Libby	MT
Mackey Construction, Inc.	Patricia Hout-Mackey	Miles City	MT
Mountain States Title Services	Jamie Canfield Harwell	Helena	MT
Peaks To Plains Design	Jolene Rieck	Billings	MT
Phillips Construction	Patricia Phillips	Great Falls	MT
Redd's Prints & Signs, Inc.	Donna 'Redd' Szillat	Billings	MT
Smith Paving & Contracting Enterprises, Inc.	Larry Smith	Polson	MT
Solid Network Solutions, LLC	Maria Curcio	Freehold	NJ
Three Way Construction	Joseph Raya	Black Eagle	MT
Turner and Associates	M. Josh Turner	Helena	MT

As Read MDT December 2, 2004 Bid Letting

Project No.	Prime Contractor	Low Bid	DBE Participation \$ / %	
STPP-NH 52-1(20)0 Polson East	Riverside Contracting, Inc.	\$ 15,182,258.15	\$ 1,077,695	7.1
STPHS 5809(19) Safety Improvement—North of Helena	Helena Sand & Gravel, Inc.	\$ 1,616,872.14	\$ 163,548	10.1
BR 86-1(25)3 Bridger Creek—3 KM NE of Bozeman	Sletten Construction Co.	\$ 865,078.75		
STPP 43-1(21)21 Slide Repair –NE of Hilger	M K Weeden Construction, Co.	\$ 494,643.34		

MDT—MSU CONFERENCE



Subcontractors and MDT discuss project communication and DBE Program.

Jake Goettle,
MDT Environmental
Services



Leslie Wootan, DBE Program Manager



Jim Phillips—MDT Civil Rights Bureau presenting
Certified Payroll Training

Rebecca Johnson ,
DBE Supportive
Services Manager



Student Internship Program for DBE Companies

Barb Beck with Beck Consulting in Red Lodge, Montana recently participated in the student internship program that DBE Supportive Services sponsored.



She worked with Todd Hutton, a student from Rocky Mountain College in Billings, Montana. Todd conducted a communication systems analysis and produced a business newsletter. The analysis provided Barb with a research report describing possible communication systems options for her business to consider. Here is what Barb had to say about utilizing the internship program for her business:

Barb was very pleased with the results. Would Barb do it again? "Absolutely!"

She thought it took a little more of her time than she first expected but it was well worth it. She was very happy with the end products. They were projects she would never have completed if not for the student internship.

Todd added a lot to the projects by bringing knowledge of the subject areas that Barb did not have. It is vital to the success of the internship that the business clarify its needs. Make your expectations to the student very clear – have a specific end product and time frame in mind.

It helped that DBE Supportive Services office provided the legwork to get the students from different universities lined up so I could select a student and get going with the project right away. It is very important to keep in mind the university schedule of when most students are available for an internship. The requests should coincide with when students are looking for internships to provide the companies with more students

Companies should consider how they would like to hire the student; as an hourly wage employee or an independent contractor. Beck contracted with Todd to do the work with a written agreement outlining their arrangement. The projects took about three months to complete.

It is vital for the student to work on a specific project with an end product in mind, rather than hiring the student to fill in at the office.

Need Some Help??

What about having a Student Intern help at your business?

DBE Supportive Services is offering Montana DBE companies the opportunity to have a student work on a specific project. There is up to \$2,500 available for each internship, paying 75% of student wages.

Students can help companies with projects such as:

- your tailored projects
- marketing or business plan
- company marketing brochures/newsletter
- database development
- web site design
- computer system development

If interested, call Rebecca today for further details. We have students ready, willing and able to participate in this program.



E-mail address changed !

As of January 2, 2005 all state e-mail addresses will end with @mt.gov.

Sample: [\(Rebecca Johnson\)](mailto:rejohnson@mt.gov)

e-mail will be accepted for both name@mt.gov and name@state.mt.us until December 2005.

Starting January 1, 2005, all printed materials (letterhead, envelopes, business cards, brochures, other marketing and informational materials) will have the new web and e-mail addressing:

name@mt.gov and www.mdt.mt.gov

Please take this opportunity to change your records to reflect the NEW e-mail address.



Leslie Wootan
DBE Program Manager

No Longer Acting

Both Leslie Wootan and Alice Flesch have recently been hired into permanent state job positions.



Alice Flesch
ADA Coordinator



Montana Disadvantaged Business Enterprise
www.mdt.state.mt.us/civilrights/

January Business Training Calendar 2005

Sun	Mon	Tue	Wed	Thu	Fri	Sat
16	17	18 ♦ Coaching, Mentoring, and Team Building Skills - Bzm	19 ♦ Assertive Leadership Skills - Msla ♦ Essentials of Management - Hlna	20 ♦ Assertive Leadership Skills - Hlna ♦ Business Opportunity w/FTA/FAA/MDT-Blgs ♦ Coaching, Mentoring, and Team Building Skills - Blgs	21 ♦ Assertive Leadership Skills - Gt.Falls ♦ Getting the Most from Microsoft Excel - Blgs ♦ Hazwoper 8-Hour Refresher Course - Blgs	22
23	24	25 ♦ Construction Environmental Permitting – Hlna ♦ The Essentials of Communicating w/Tact & Finesse - Hlna	26 ♦ Erosion Control for MT Dept of Transportation - Hlna	27	28	29
30	31	1 ♦ How to Supervise People - Kspl	2 ♦ How to Supervise People - Msla	3 ♦ How to Supervise People - Hlna	4 ♦ How to Supervise People – Gt.Falls	5
6	7	8	9 ♦ Writing a Successful Business Plan - Msla	10 ♦ All Kidding Aside- Preventing Harassment-Blgs	11	12
13	14	15	16	17	18	19

2005

Evaluating a Business Idea Class - First Tuesday of each month – Missoula. The class provides an overview of business ownership such as; marketing, cash flow, financing and business plan preparation. Offered by the Small Business Development Center (SBDC). Cost: \$5 materials fee. To register, call MCDC at 406-728-9234 ext 206 or email mcdc@mtcdc.org.

February 10, 2005 – Hamilton. The class provides an overview of business ownership such as; marketing, cash flow, financing and business plan preparation. Offered by the Small Business Development Center (SBDC). Cost: \$5 materials fee. To register, call MCDC at 406-728-9234 ext 206 or email mcdc@mtcdc.org.

The SBDC is a funded program of the U.S. Small Business Administration. SBA's funding is not an endorsement of any products, opinions, or services. All SBA funded programs are extended to the public on a nondiscriminatory basis. Reasonable arrangements for persons with disabilities will be made if requested at least two weeks in advance. Contact Steve Grover at (406) 728-9234 ext. 206."

2005 Montana Economic Outlook Seminar – High Taxes, Low Taxes - What's Next for Montana? Go to <https://www.bber-secure.umt.edu/seminar2005.asp?s=reg&q=sem&y=2005> for more information.

All Kidding Aside: Preventing Harassment – February 10, 2005 – Billings. Cost: \$85. This class will help employees understand what harassment is and how to prevent it. Harassment takes many forms, both blatant and subtle. Contact: Bonnie Shoemaker, Admin. Assistant at 406-444-3985 or bshoemaker@state.mt.us or website discoveringmontana.com/doa/spd/training/pdc/winterclasses.asp

Assertive Leadership Skills – January 19, 2005 – Missoula; January 20, 2005 – Helena; January 21, 2005 – Great Falls. This is a one-day seminar for managers and supervisors to learn to take charge and get the job done...and earn respect, loyalty, and admiration along the way. Cost: \$179. Contact Phone: 800-556-3012. Contact Email: customerservice@pryor.com Fax #: Fax #: 913-967-8849.

Business Opportunities with FTA/FAA/MDT – January 20, 2005 – Billings. Cost: FREE (\$25 registration deposit required – will be returned to attendees) Introductory workshop to learn about opportunities with Billings MET Transit, Billings Airport, and Montana Department of Transportation. Contact: Elaine Arterburn at 800-883-5811 or earterburn@mt.gov

Coaching, Mentoring, and Team Building Skills – January 18, 2005 – Bozeman; January 20, 2005 - Billings. Cost: \$395. Tools and techniques today's managers use to achieve desired team results. Event #: 1413587. Registration begins at 8:30am. Contact: National Seminars Group at 800-258-7246 or go to www.natsem.com

Construction Environmental Permitting – January 25, 2005 – Helena. Cost: FREE (\$25 registration deposit required – will be returned to attendees) This workshop will give contractors an overview of all permits required on MDT projects, who is responsible for what permits, description of permits and covered activities, compliance, and what contractors need to know to prevent problems from occurring. Contact: Elaine Arterburn at 800-883-5811 or earterburn@mt.gov

Erosion Control for MT Dept of Transportation – January 26, 2005 – Helena. Cost: FREE (\$25 registration deposit required - will be returned to attendees). Erosion Control workshop will provide contractors with understanding the required permits and DEQ compliance of this work. Learn MDT's specifications for erosion control, how to read these plans, and the best management practices (BMPs).Contact: Contact: Elaine Arterburn at 800-883-5811 or earterburn@mt.gov

Essentials of Management – January 19, 2005, Helena. Cost: \$545. This eight-part series is for first-line supervisors" needs. Topics include teambuilding, performance management, long- and short-range planning, discipline handling, and legal issues of management. Check website for detailed information on dates. Contact: Bonnie Shoemaker at 406-444-3985 or bshoemaker@mt.gov

Getting the Most From Microsoft Excel – January 21, 2005 – Billings. Cost: Getting the Most From Microsoft Excel is a special one-day workshop that will cover practical, ready-to-use techniques and time-saving tips that will help you accomplish much more every time you use this popular program. Contact CompuMaster at 800-867-4340 or enroll@skillpath.net

Hazwoper 8-Hour Refresher Course – January 21, 2005 – Billings. Cost: \$175. This course is designed for workers and supervisors who have previously completed the 40-Hour or 24-Hour courses and require annual training to retain their certification. Contact: Montana Safety Council at 406-248-4893 or go to www.mssc.org

How to Supervise People – February 1, 2005 – Kalispell; February 2, 2005 – Missoula; February 3, 2005 – Helena; February 4, 2005 – Great Falls. Cost: \$179. Learn effective leadership skills to maximize employee performance. Event #: 30409. Check-in starts at 8:30am. Continuing education credits are available. Contact: Career Track at 800-556-3009 or customerservice@pryor.com

The Essentials of Communicating with Tact & Finesse – January 25, 2005 – Helena. January 27, 2005 – Missoula. Cost: \$395. Master all facets of on the job communication. Topics include influencing others, communicating diplomatically, damage control, opening the lines of communication, presentation skills, & producing effective letters & memos. Contact: National Seminars Group at 800-258-7246

Writing a Successful Business Plan – February 9, 2005 – Missoula. Cost: \$29. Designed for future or present business owners who want to learn how to write a business plan. Contact: Adult and Continuing Education at 406-549-8765 or jlrasmussen@mcps.k12.mt.us

TEAMING ?

COMMUNICATION/COOPERATION

(article submitted by Josh Turner, Turner & Associates;
edited by Rebecca Johnson)

Teaming—a fairly new way of working that hit the business world big time in the early 1990s as companies faced increasing competition and decreasing profits. Most often applied to groupings of employees within a company, teaming also is generating interest (and in some cases profits) for groupings of companies themselves.

In the broadest sense, teaming is communicating and cooperating with others which could result in increasing your earnings and expanding your opportunities in our competitive and complex global marketplace. Teaming can be as simple as networking with other folks to promote one another's success or as complicated as forming a virtual corporation—a temporary network of independent companies that come together quickly to exploit fast-changing opportunities and, linked by information technology, share skills, costs, and access to one another's markets. (*Newsweek* magazine, February 1993).

Teaming certainly was not invented in the 1990s. The film industry has been using a virtual corporation model for decades, with various specialty companies from casting to catering coming together in different configurations for different films. The highway construction industry model of prime contractor and subcontractors also is a teaming model that evolved in response to the limited duration and broad scope of activities required to complete the task.

But other businesses, particularly small businesses and independent contractors, are only now beginning to recognize that the flexibility and cost-savings inherent in teaming are not only for big business and large corporations. In most cases, teaming addresses conflict with cooperation and benefit.

Today, small businesses and independent consultants across a wide range of disciplines routinely team up to compete against or team with the big guys for government contracts or to provide crucial services to their communities. For example, doctors, hospitals, and research centers are teaming to provide specialized medical expertise to small, remote communities; and, the United States Air Force even has a Teaming Center web site for small and disadvantaged businesses to lead or join bidding teams.

DBE Supportive Services is planning a workshop in early 2005 to inform participants of the "Teaming" concept.

More details to come.



NOTICE TO THE PUBLIC DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL FOR MISSOULA INTERNATIONAL AIRPORT

Missoula Airport is soliciting public comment with regard to the proposed DBE goal of 9.65% for all FAA-AIP funded projects in Fiscal Year 2005. Overall goal submission to the DOT will include a summary of information and comments received during this public comment process.

The proposed DBE goal and its rationale will be available for inspection during normal business hours at Missoula Airport, 5225 Hwy 10 W, Missoula, MT 59808. The proposed goal will be available for inspection for 30 days following the date of this notice. Missoula Airport and the DOT will accept comments on the goal for a period of 45 days from the date of this notice. Written comments will be accepted at the above address.

DBE COMPANY SPOTLIGHT



Nubby Peterson

Apple Valley Backhoe Service



Elaine Arterburn – DBE Supportive Services
assisting Shirley Peterson - Apple Valley
Backhoe Service

MDT HIGHWAY CONSTRUCTION PROJECTS

Invitation for Bids, Letting of January 27, 2005

Sealed bids on the following projects will be received by the Montana Department of Transportation-Highways Division, Contract Plans Bureau, Room 101, 2701 Prospect, Helena, Montana until 9:00 a.m. on January 27, 2005, the bids being publicly opened and read thereafter at 10:00 a.m. in the Department's auditorium.

Bid proposals, plans, cross-sections, dirt runs & erosion control plans if available, and full instructions to bidders are on file for examination and may be obtained from the Contract Plans Bureau. These documents may be requested by FAX (406)444-7236, (see enclosed order form) by mail or by calling (406)444-6216, 6212, 6215 or TTY 444-7696. All bid documents are available for downloading and/or printing at no charge at the following web site:
<http://www.mdt.state.mt.us/contract/> under the "Letting Info" dropdown and "Bid Packages" link. Additional bid letting information is also available on this web site.

- 1. Epsie – East & West - Federal Aid Project No. NH 37-3(11)85** - Grade, gravel, plant mix bituminous surfacing, drainage, fence, seeding and striping. The Disadvantaged Business Enterprises' contract goals are 4.0%.
- 2. Bitterroot River – North of Hamilton - Federal Aid Project No. NH 7-1(98)49 F** - Reinforced concrete bridge with TYPE M-72. The Disadvantaged Business Enterprises' contract goals are 0.0%.
- 3. USRS Canal – 13 km NE of Augusta - Federal Aid Project No. BR 9-2(10)47** - Prestressed concrete beam bridge over USRS Canal, as well as grading, gravel, plant mix surfacing, seal and cover, drainage, fencing and pavement markings. The Disadvantaged Business Enterprises' contract goals are 0.0%.
- 4. Medicine Lake – East State Project No. SFCS 573-1(1)0 - Medicine Lake – East** Consists of plant mix overlay and seal. The Disadvantaged Business Enterprises' contract goals are 0.0%.
- 5. East of Brady – East State Project No. SFCS 365-1(6)1** – Plant mix bituminous surfacing, leveling, and seal. The Disadvantaged Business Enterprises' contract goals are 0.0%.
- 6. Daniels County Line – North State Project No. SFCS 251-2(5)32** - Plant mix overlay, leveling, and seal & cover. The Disadvantaged Business Enterprises' contract goals are 0.0%.
- 7. Dayton – Lake Mary Ronan - State Project No. SFCS 352-1(6)0** - Consists of overlay, seal & cover. The project begins within the Flathead Indian Reservation and exits the reservation at RP 1.384. The entire project is within Lake County. The Disadvantaged Business Enterprises' contract goals are 0.0%.
- 8. Junction MT 78 – Southwest - State Project No. SFCS 419-1(11)0** - Crack sealing, seal & cover and pavement markings in Stillwater County. The Disadvantaged Business Enterprises' contract goals are 0.0%.
- 9. 2001 – D5 – Electrical - Federal Aid Project No. STPU-NH-STPP-STPS 0002(710)** - Involves the upgrade of various electrical systems in the Billings District. The Disadvantaged Business Enterprises' contract goals are 0.0%.
- 10. Big Hole River – 3 km SW of Jackson - Federal Aid Project No. BR 9001(47)** - Bridge replacement and approach work on a local bridge, which crosses the Big Hole River on a gravel road west of the Town of Jackson in Beaverhead County. The Disadvantaged Business Enterprises' contract goals are 0.0%.
- 11. Corvallis – East & West - State Project No. SFCS 373-1(6)0** - Plant mix bituminous surfacing overlay and seal and cover. The Disadvantaged Business Enterprises' contract goals are 0.0%.
- 12. Junction US 12 – South - State Project No. SFCS 381-1(5)0**- Cold milling, plant mix surfacing, seal & cover and pavement markings. The Disadvantaged Business Enterprises' contract goals are 0.0%.
- 13. Pompeys Pillar Interchange – West - State Project No. SFCS 568-1(16)0** - Plant mix bituminous surfacing and seal and cover. The Disadvantaged Business Enterprises' contract goals are 0.0%.

MDT HIGHWAY CONSTRUCTION PROJECTS - CONTINUED

Invitation for Bids, Letting of January 27, 2005

- 14. Springhill Road - State Project No. SFCS 411-1(6)6 - Seal and cover on the Springhill Road project in Gallatin County. The Disadvantaged Business Enterprises' contract goals are 0.0%.**
 - 15. 2000 – Guardrail – West of Belt - Federal Aid Project No. STPHS 331-1(4)0 - Guardrail and signing on the 2000-Guardrail-West of Belt project in Cascade County. The Disadvantaged Business Enterprises' contract goals are 0.0%.**

More MT Contracting Opportunities

We try our best to notify you of other bid opportunities but please be aware that we may not be able to always give this information in a timely manner; therefore, listed below is the Website address of these opportunities where you can look for this information at any time on your own. Please note that information on these websites changes daily. You might want to make these sites a 'favorite' on your Internet page.

055270CSW, Tree Planting, Department of Natural Resources & Conservation, Bid Due Date: January 27, 2005
<http://www.discoveringmontana.com/doa/GSD/osbs/Results.asp?List=All>

MT Department of Transportation—<http://www.discoveringmontana.com/doa/GSD/osbs/Results.asp?List=All>

307369. Epoxy Striping, Great Falls Division..... Bid Due Date: January 27, 2005

307370, Epoxy Striping Missoula District Bid Due Date: January 25, 2005

307374. Epoxy Paint Striping Butte Division Bid Due Date: January 26, 2005

307376, Epoxy Paint Striping Lewistown Division Bid Due Date: Feb 1, 2005,

307373 Production & Lay down of Plant Mix Materials Four

Corners to Highwood..... Bid Due Date: Jan. 25, 2005

Federal Highway Administration Western Federal Lands Highway Division, DTFH70-05-R-00001, Four Indefinite Delivery, Indefinite Quantity Contracts for Architect-Engineer (A/E) Services for engineering services related to the design of roads and bridges in the states of Alaska, Idaho, Montana, Oregon, Washington, and Wyoming. Bid Due Date: March 8, 2005. Marili Reilly,(360)619-7520, contracts@mail.wfl.fhwa.dot.gov <http://www.wfl.fhwa.dot.gov/edi/ae.htm>
<http://www2.ens.gov/sng/DOT/FHWA/WFL/DTFH70%2D05%2DR%2D00001/listing.html>

The City of Billings Parking Division is soliciting proposals from qualified Consultants to provide architectural and engineering design services for the following projects: Park II Garage Expansion and Condition Audit Repair work. Proposals must be received prior to 5:00 PM on Friday, January 28, 2005. <http://ci.billings.mt.us/Online/rfp.php>

Livingston Depot Improvement Project, CTEP Project, Demolition, Structural modifications and repairs, masonry repairs, roofing, and mechanical and electrical system improvements. Bid Due Date: January 21, 2005, DBE Goal is 0%. Plan available at O2 Architects 406-259-7123 or Billings, Helena or Bozeman Builders' Exchanges.

Quote of the Month

"Motivation is everything. You can do the work of two people, but you can't be two people. Instead, you have to inspire the next guy down the line and get him to inspire his people. " Lee Iacocca

MDT Civil Rights Bureau

Leslie Wootan, DBE Program Manager
lwootan@mt.gov (406) 444-6337

Rebecca L. Johnson, DBE Supportive Services Manager
rejohnson@mt.gov (800) 883-5811

Elaine Arterburn, DBE Supportive Services Assistant Manager, earterburn@mt.gov (800) 883-5811

Vicky Koch, Civil Rights Bureau Chief vkoch@mt.gov (406) 444-6335

Trudy Eaton, Civil Rights Bureau Administrative Asst. trueaton@mt.gov (406) 444-6331

Jim Phillips, EEO Compliance Specialist
jamphillips@mt.gov (406) 444-6045

Bill Anderson, Title 6 Compliance Specialist
bianderson@mt.gov (406) 444-6334

Alice Flesch, ADA Coordinator
aflesch@mt.gov (406) 444-9229
2701 Prospect Avenue/PO Box 201001, Helena, MT
59620-1001, (406) 444-6331, Fax (406) 444-7685 TTY
(800) 335-7592 www.mdt.state.mt.us/civilrights/

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250 copies of this public document were published and distributed at an estimated cost of 87 cents per copy for a total of \$217.50. MDT attempts to provide reasonable accommodations for any known disability that may interfere with a person participating in any service, program or activity of the Department. Alternative accessible formats will be provided upon request. TTY 800-335-7592



DBE Supportive Services, Civil Rights Bureau
Montana Department of Transportation
PO Box 201001
Helena, MT 59620-1001



STATE DOCUMENTS COLLECTION

FEB 03 2005

MONTANA STATE LIBRARY
1515 E. 6th AVE.
HELENA, MONTANA 59620



Volume 5, Issue 2

Promoting the growth of Disadvantaged Business in Montana

February 2005

Montana State Library



Upcoming Dates - WORKSHOP

- ✓ **Is the Government Marketplace for You?** SBA, Business Resource Center and MDT—February 10, 2005, Helena
- ✓ **What Makes a Good Contractor?** Big Sky Chapter of CFMA—February 16, 2005, Billings February 17, 2005 - Great Falls
- ✓ **Learn What Information is Available on MDT's Contractor Systems Web Site**—Contract Plans Bureau—February 24, 2005, Helena
- ✓ **Teaming/Conflict Management**—MDT DBE Supportive Services—March 9 & 10, 2005, Helena
- ✓ **How to Win the Fight! Change Orders & Claims**—American Subcontractors Association of Montana—April 12, 2005, Helena



February 24, 2005—11:00 am — MCA DBE Liaison Committee

MDT's Right of Way Conference Room

Discussion will center around contractor's perspective of working on projects on Indian reservations. All contractors are invited to attend. MDT polycom sites will also be available but must be reserved.

For more information call Rebecca Johnson at 800-883-5811 or visit
<http://www.mdt.state.mt.us/civilrights/mcadbe.shtml>

Way to Go

OOPS! What happened?

January 27, 2005 bid letting had DBE participation of 3.62% overall.

Highway Specialties had 40% DBE participation on the 2000 Guardrail West of Belt Project as prime bidder. Please note no other prime bidder showed DBE participation near 7.74% - MDT's yearly goal.

We are well into the year and more DBE participation is needed in order to achieve the yearly goal of 7.74%.

We would like to encourage all prime bidders to name DBE firms on their Schedule of Participation and all contractors to send contractor payment information to Leslie Wootan monthly.

2005 DBE GOAL Participants Wanted

**DBE GOAL
7.74%**



Montana Department of Transportation's Federal Fiscal Year 2005 DBE goal is 7.74% for all construction and consulting work tied to federal funding.

MDT and contractors need to work more diligently to encourage DBE participation on our projects to ensure MDT meets the federal goal of 7.74% this year.

MONTANA DBE COMPANY MONTHLY UPDATE

Newly Certified DBE Companies

Looking Glass Printing, Inc. Rod and Robin Christopherson
Florence, MT

Manufacture & supply safety vests, stake
chasers, silk screening & glass etching.

Re-Certified DBE Companies

Tracy Knoop Novak
Traffic Research & Analysis Inc.
Eclipse Traffic Control & Flagging, Inc.
Petticoat Pipe Cleaning
Terra West Technology, Inc.
Rhithron Associates, Inc.
Mueller Consulting Land Surveyors
Rocky Mountain Rebar, Inc.
Pierson Painting, Inc.
Empire Lath & Plaster, Inc.
Northwest Plastics
Poteet Construction, Inc.

Tracy Knoop Novak
Susan Steele Medland
Janette L. Jerauld
Carol Gerovac
Regina Cromer
Wease Bollman
Virginia Mueller
Alisha May
Tona M. Pierson
Sandy Tilzey
Darlene L. Ohm
Debora G. Poteet

Bozeman, MT
Phoenix, AZ
Coeur d' alene, ID
Belgrade, MT
Clancy, MT
Missoula, MT
Helena, MT
Bigfork, MT
Helena, MT
Billings, MT
Libby, MT
Missoula, MT



As Read MDT Bid Letting Results—January 27, 2005

Project No.	Prime Contractor	Low Bid	DBE	
			Participation \$ / %	
NH 37-3(11)85 Epsie - E & W	Wickens Construction, Inc.	\$ 11,733,454.74	\$ 485,294	4.14%
NH 7-1(98)49 F - Bitterroot River - North of Hamilton	Frontier-West, L.L.C.	\$ 4,395,688.15	\$ 124,977	2.84%
BR 9-2(10) 47 USRS Canal - 13 KM NE of Augusta	Sletten Construction	\$ 1,384,236.90		
SFCS 573-1 (1) 0 Medicine Lake -East	Prince, Inc	\$ 1,480,619.23		
SFCS 365-1 (6) 1 - East of Brady - East	Schellinger Construction Inc	\$ 1,330,818.95		
SFCS 251-2 (5) 32 Daniels Co Line-North	Northern Improvement Co.	\$ 770,524.78		
SFCS 5352-1 (6) 0 - Dayton - Lake Mary Ronan	Schellinger Construction Co	\$ 808,242.55		
SFCS 419-1 (11) 0 JCT MT 78 - Southwest	Riverside Contracting, Inc	\$ 448,097.63		
STPU-NH-STPP-STPS 002 (710) - 2001 - D5-Electrical	Ace Electric Inc	\$ 493,926.28		
BR 9001(47) Big Hole R-3 KM SW of Jackson	Edward T Copps Construction	\$ 402,789.15		
SFCS 373-1 (6) 0 Corvallis - Easts & West	Helena Sand & Gravel	\$ 273,143.30		
SFCS 381-1 (5) 0 JCT US 12 - South	Empire Sand & Gravel Company	\$ 462,264.00		
SFCS 568-1 (16) 0 Pompeys Pillar Interchange-West	JTL Group Inc - Billings	\$ 126,570.95		
SFCS 411-1 (6) 6 Springhill Road	JTL Group Inc - Belgrade	\$ 97,494.36		
STPHS 331-1(4) 0 2000 Guardrail-West of Belt	Highway Specialties, Inc.	\$ 153,992.25	\$ 61,597	40.00%

WORKSHOPS

CONSTRUCTION ENVIRONMENTAL PERMITTING & COMPLIANCE

The Construction Environmental Permitting & Compliance Workshop was well represented by subcontractors and government agencies. Participants learned about permits required on MDT and non-MDT projects from five different government agencies.

MDT Projects—Contractors should contact Jake Goettle, MDT Environmental Services. Jake can assist contractors with completing joint application, point of contact for field questions, liaison between resource agencies and contractors and MDT project managers, and on-site inspections to assure compliance with agencies' permits.

Non-MDT Projects—Contractors should contact Laurie Zeller at Department of Natural Resources & Conservation for permit information. For a copy of DNRC Stream Permitting Guide call Laurie or go to their web site: www.dnrc.mt.gov/permit.html

Contractors should be thinking "big picture" when they consider environmental permits for their project - think about all construction work to be conducted. It is much more costly and time consuming to modify permits at a later date for work not included in the original permit.

Prime contractors and subcontractors need to be talking as early as possible about what work is covered/not covered and what permits the subcontractor may have to acquire. It may be beneficial for all contractors to have a copy of all permit plans and authorization letters detailing covered work. Permits should be posted on the project site—this is a legal requirement. Be sure to read your contract—permit compliance is a contract requirement.

MDT projects are very visible; meaning everyone sees the work being conducted on Montana's highways and byways. In the past, MDT has seen numerous environmental permit violations on MDT projects. MDT's goal is zero permit violations, and that goal cannot be realized until every employee and contractor pays attention to how we conduct business on the project site.

Workshop binders with handouts are available for \$5.00 to cover shipping and handling costs. Contact the DBE Supportive Service Office for a copy by calling 800-883-5811 or email earterburn@mt.gov



EROSION CONTROL

Gail Faber with MT Department of Environmental Quality and Jake Goettle with MDT Environmental were the speakers for this workshop.

Myth: Government agencies are looking to give contractors fine!

Fact: The government agencies work hard to work with contractors to stay in compliance and try to avoid issuing fines.

Contractors need to get the necessary permits and watch that the work stays within the permit parameters.

- ✓ If your work changes - call and talk to the permitting agency.
- ✓ If you did not get a necessary permit - call and talk to the permitting agency.

These government agencies would prefer working with contractors and not dole out fines. Fines are usually a last ditch effort when a contractor does not take the appropriate actions to correct the problem.



2005 Reimbursement Funds

Available for Montana DBE Companies

Montana DBE-certified Companies (highway-related and in-state) have \$600 to use this year for reimbursement of company training or business development expenses.

Funds for out-of-state DBE companies are on a case-by-case basis. Please see DBE Supportive Services web site for more details and reimbursement request form.

[<http://www.mdt.state.mt.us/civilrights/dbess.shtml>](http://www.mdt.state.mt.us/civilrights/dbess.shtml)



EEO Submissions - Now Due

For a contractor to work on Montana highway construction projects, annual EEO submittals must be sent to MDT Civil Rights Bureau. Sample EEO submittals forms, instructions, and mailing address are at MDT's Civil Rights Bureau web page at:

[<http://www.mdt.state.mt.us/civilrights/unique/eeo.shtml>](http://www.mdt.state.mt.us/civilrights/unique/eeo.shtml)

Get these forms in now. Call Trudy Eaton if you have any questions about your EEO submittals at 406-444-6331. You can also view the current MDT approved contractors' EEO submission list on line at web site listed above.

Submit Your Good Ideas for Montana

Governor Brian Schweitzer wants your good ideas. Everyone is invited to submit their good ideas online to build a strong Montana. Take just a couple of minutes to complete the form and get your voice heard.

Go to: <https://app.discoveringmontana.com/ideas/>



Civil Rights Bureau Administrative Assistant

Trudy Eaton has taken the leap from being an 'acting administrative assistant' to being the **real deal!**



Trudy Eaton

Trudy is your first point of contact when calling the Civil Rights Bureau with questions and concerns. She manages the weekly payrolls on federal-aid highway projects, approves the Annual EEO Submissions, supports pre-construction conferences, etc.

Trudy has worked in the construction industry and recognizes the value of "time". She strives to provide excellent and quick customer service.

Congratulations Trudy!

CLARIFICATION

Last Month's Newsletter Article

"No Longer Acting"

We received feedback asking if Leslie Wootan and Alice Flesch had moved on to another state job?

Clarification—Both Leslie and Alice were performing their duties in an 'acting capacity.' Both Leslie and Alice are now full-time state employees in their current roles.

Making the leap from 'acting' to 'full-time' is definitely notable. We apologize for the confusion.

Leslie and Alice are still HERE!



Montana Disadvantaged Business Enterprise

www.mdt.state.mt.us/civilrights/

February Business Training Calendar 2005

Sun	Mon	Tue	Wed	Thu	Fri	Sat
13	14	15 ♦ Evaluating a Business Idea - Msla	16	17	18	19
20	21	22 ♦ Forklift Instructor Course - Blgs	23 ♦ Conflict Management - Blgs	24 ♦ Managing Conflict - Hlna	25	26
27	28	1 ♦ Evaluating a Business Idea - Msla ♦ Negotiating Skills - Hlna ♦ Where Does Safety Begin - Hlna	2 ♦ Conflict Management - Msla ♦ Dealing With Difficult People - Hlna	3 ♦ Dealing With Difficult People - Bzm	4 ♦ Dealing With Difficult People - GT. Falls	5
6	7	8	9	10 ♦ Where Does Safety Begin - Msla	11	12
13	14	15	16	17	18	19

2005

Evaluating a Business Idea Class - First Tuesday of each month – Missoula. The class provides an overview of business ownership such as; marketing, cash flow, financing and business plan preparation. Offered by the Small Business Development Center (SBDC). Cost: \$5 materials fee. To register, call MCDC at 406-728-9234 ext 206 or email mcdc@mtcdc.org.125

The SBDC is a funded program of the U.S. Small Business Administration. SBA's funding is not an endorsement of any products, opinions, or services. All SBA funded programs are extended to the public on a nondiscriminatory basis. Reasonable arrangements for persons with disabilities will be made if requested at least two weeks in advance. Contact Steve Grover at (406) 728-9234 ext. 206."

2005 Montana Economic Outlook Seminar – High Taxes, Low Taxes - What's Next for Montana? Go to <https://www.bber-secure.umt.edu/seminar2005.asp?s=reg&q=sem&y=2005> for more information.

Conflict Management - February 23, 2005 – Billings; March 2, 2005 - Missoula Cost \$210. This program will help you understand and deal with conflict for positive outcomes. It will also help you to deal with difficult employees and put an end to their unproductive and disruptive behavior. Contact Phone: 406-248-6178 for Billings; 406-543-0700 for Missoula. Website: www.associatedemployers.org

Dealing with Difficult People – March 2, 2005 – Helena; March 3, 2005 – Bozeman; March 4, 2005 - Great Falls. Cost: \$149. A one-day seminar about how to communicate with difficult people, using tact and skill. Cost for groups of 5 or more is \$139. Event #: 31450. Continuing education credits are available. Contact Phone: 800-556-3009 Contact Email: customerservice@pryor.com

Forklift Instructor Course - February 22, 2005 – Billings. Cost: \$110. Forklift instructor candidates are invited to attend a three-hour formal training program. The requirements for training in the workplace and all guidelines required by OSHA will be emphasized. Contact Phone: 406-248-4893 Website: www.mssc.org

Managing Conflict - February 24, 2005 – Helena. Cost \$110. Conflict is inevitable in human relationships. Given this fact, managers and supervisors need skills identifying and resolving conflict. This seminar emphasizes communicating clearly and defusing confrontations. Contact Phone: 406-444-3985 Contact Email: bshoemaker@state.mt.us

Negotiating Skills – March 1, 2005 – Helena. Cost \$225. This workshop will benefit anyone who would like to become a more skillful negotiator in ordinary workplace situations. These skills can be applied to interpersonal conflict, work planning, and other areas where problems need solving. Contact Phone: 406-444-3985 Contact Email: bshoemaker@state.mt.us

Where Does Safety Begin? - March 1, 2005 – Helena; March 10, 2005 – Missoula. Cost: FREE. Montana State Fund. Topics include: Developing a "Job Safety Analysis" for each job at your company to help alleviate accidents up front; Learn how to hire the right employees for your business. Contact Phone: 406-449-3000 or 800-221-2057.

Writing a Successful Business Plan – 6 Sessions on Wednesdays starting February 09, 2005 – Missoula. Designed for future or present business owners who want to learn how to write a business plan. Topics covered include the executive summary, goal setting, market analysis, sales strategy, raising capital and financial analysis. Contact Phone: 406-549-8765 Contact Email: jlrasmussen@mcps.k12.mt.us

DBE COMPANY SPOTLIGHT

Rockin JL Specialties

Lora Butler owns Rockin JL Specialties. She started her company almost two years ago with only herself and one worker, Joe Ellsworth.



Rockin JL provides fencing and seeding services for highway, government, commercial and residential projects. Last year, Rockin JL started working on highway projects and has completed 11 projects.

The company is located in Saco, Montana (12 miles from the Canadian border) but travels across Montana to complete their work. Lora always has a smile for you and is eager to learn and do the job right. Just recently, Lora added another employee to her roster and looks to expand the company into erosion control work as well.



Rockin JL Specialties
PO Box 216
Saco, MT 59261

Phone: 406-674-5498
Cell Phone: 406-868-0150
Fax Number: 406-674-5261
Email: jle@mtintouch.net

FTA, FAA and MDT WORKSHOP

The Results of Networking

The City of Billings Airport and MET Transit System offices along with MDT DBE Supportive Services sponsored a workshop for local businesses to learn of contracting opportunities and DBE program.

Ron Wenger with Billings MET Transit informed businesses that he continually looks for businesses to provide printing services, uniforms, fuel supply, and personnel staff to name a few. He encouraged companies that contract or plan to contract with MET to seriously consider DBE certification. He also mentioned MET Transit plans to construct a new transit station in Billings, approximately \$5-7 million dollars around 2-3 years in the future. You can contact Ron at 406-657-8221 or wengerr@ci.billings.mt.us to discuss possibilities.



Kim Annin with Billings Airport mentioned business opportunities at the airport as building construction or maintenance work, landscaping, and concessionaires (gift shops). Kim also talked about the statewide airport improvement program and possible opportunities for businesses. Call Kim at 406-657-8482 to learn more. Tell them Rebecca and Elaine sent you.



Rebecca and Elaine discussed contracting opportunities with MT Department of Transportation, the DBE program, services the Supportive Services office offers DBE companies, and DBE certification process.



MDT HIGHWAY CONSTRUCTION PROJECTS

Invitation for Bids, Letting of February 24, 2005

ANNOUNCEMENT

Contract Plans will be hosting a workshop immediately following the February 24, 2005 bid letting. This will be an opportunity to walk through the web site with Contract Plans staff. Learn what information is available and how to access the information. Group setting and one-on-one assistance will be available.

Don't miss out on this opportunity to learn how to navigate the system!

Sealed bids on the following projects will be received by the Montana Department of Transportation-Highways Division, Contract Plans Bureau, Room 101, 2701 Prospect, Helena, Montana until 9:00 a.m. on February 24, 2005, the bids being publicly opened and read thereafter at 10:00 a.m. in the Department's auditorium. Bid proposals, plans, cross-sections, dirt runs & erosion control plans if available, and full instructions to bidders are on file for examination and may be obtained from the Contract Plans Bureau. These documents may be requested by FAX (406)444-7236, (see enclosed order form) by mail or by calling (406)444-6216, 6212, 6215 or TTY 444-7696

All bid documents are available for downloading and/or printing at no charge at the following web site:
<http://www.mdt.state.mt.us/contract/> under the "Letting Info" dropdown and "Bid Packages" link. Additional bid letting information is also available on this web site.

1. **Minesinger Trail—MT 35 Federal Aid Project No. NH 5-2(124)56.** Grading, gravel, plant mix bituminous surfacing, seal and cover, lighting, irrigation crossings, retaining walls, storm drain, wildlife crossing. The project is located within the Flathead Indian Reservation on US 93. MANADATORY PRE-BID CONFERENCE. The Disadvantaged Business Enterprises' contract goals are 3.0%.
2. **Bozeman Area Seismic Retrofit, Bozeman—Bear Canyon & MRL Overpass—7 km East of Bozeman** Federal Aid Project Nos. IM 0002(509), IM90-6(90)304 & IM 90-6(91)313. Bridge deck rehabilitation and seismic retrofit. The Disadvantaged Business Enterprises' contract goals are 1.5%.
3. **37 km NW of Terry—North Federal Aid Project No. STPS 253-1(9)23.** Consists of grading, gravel and plant mix bituminous surfacing. The Disadvantaged Business Enterprises' contract goals are 3.5%.
4. **Ringling—North & South Federal Aid Project No. STPP 59-2(12)38.** Grading, gravel surfacing, or alternately cement treated base, plant mix bituminous surfacing and seal. The Disadvantaged Business Enterprises' contract goals are 4.0%.
5. **Pendroy—East & West Federal Aid Project No. STPS 219-1(2)0.** Leveling, plant mix bituminous surfacing overlay, seal and cover. The Disadvantaged Business Enterprises' contract goals are 0.0%.
6. **Baker—East Federal Aid Project No. STPP 2-2(29)84.** Cold milling, plant mix bituminous surfacing, seal and cover and guardrail. The Disadvantaged Business Enterprises' contract goals are 0.0%.
7. **Clearwater Jct.—East, Jct. MT 83—West & Blackfoot R.—12 km NE Helmville—Federal Aid Project Nos. NH24-1(59)32, NH 24-1(60)27 & BR 41-1(19)32.** Grading, gravel, plant mix bituminous overlay with a seal & cover. The Disadvantaged Business Enterprises' contract goals are 0.0%.
8. **9 km South of St. Xavier—South State Project No. SFCS 313-1(14)29.** Plant mix bituminous surfacing, seal and cover and bridge rail revision. The project is located on the Crow Indian Reservation. MANDATORY PRE-BID CONFERENCE. This contract does not contain goals for Disadvantaged Business Enterprises.
9. **Jct. S-288 East State Project No. SFCS 347-1(2)0.** Plant mix bituminous surfacing, seal and cover, bridge deck treatment and rail revision. This contract does not contain goals for Disadvantaged Business Enterprises.

UPDATED

CONTRACT PLANS DETAILED DRAWINGS BOOK

Contract Plans has updated the Detailed Drawings Book. 2005 Detailed Drawings Book now contains new information. Major changes were to 608 Series - Sidewalk & ADA Requirements (now includes truncated domes) and 618 Series - Traffic Control. All drawings now have a new date stamp. The is posted to MDT's web page at http://www.mdt.state.mt.us/contract/detailed_drawings_2005_eng.shtml and is also on the monthly free compact disk (CD) that you should be receiving from Contract Plans.

More MT Contracting Opportunities

Glacier Park International Airport—Kalispell, Montana—Glacier Park International Airport has a 5.15% yearly DBE goal, but this specific project is race neutral - prime contractors are encouraged to use DBE companies. Contact Rob and ask him about other contracting opportunities for DBE companies with the airport. His number is 406-257-5994.

Broadus Airport Improvements, Broadus, MT, Bid Due Date: March 9, 2005. Pavement, Cement, Runway Painting, Fencing, Grading, Mulching, Erosion Control. Kadrmas, Lee & Jackson, 701-355-8400, DBE Goal for this project is 4.82%

Columbia Falls Water System Improvements, Columbia Falls, MT Bid Due Date is Feb 16, 2005, Salmon Bay Design Group 206-783-8582

Construct Access Road, Capehart Housing, Malmstrom AFB, Bid Due Date is Feb 14, 2005, Stacey Billiel, 406-731-3625

Hauling Snow in Libby & Troy, 307393, MT Dept of Transportation, Bid Due Date is Feb 10, 2005
<ftp://ftp.mdt.state.mt.us/bids/307393ifb.pdf>

Lodge Grass School Reroof, Bid Due Date is Feb 18, 2005, Lodge Grass Public School, 406-639-2712, Thomas, Dean & Hoskins, 406-761-3010

Request for Qualifications for Engineering Services, MT Department of Natural Resources and Conservation, RFP is due March 25, 2005 <http://www.discoveringmontana.com/doa/gsd/OSBS/Results.asp?List=All>

Sidney-Richland Regional Airport, Sidney, Montana—Sidney-Richland Regional Airport has a 4.9% yearly DBE goal by using 3.0% race-neutral and 1.9% race-conscious means. Contact DBE Liaison Officer: Bill Henderson, Airport Manager, Sidney-Richland Airport Authority, PO Box 1050 / 115 – 2nd St SE, Sidney, MT 59270, Phone: 406-433-2415, Fax: 406-433-7118, e-mail: sdyapt@midrivers.com

Teton County Courthouse Landscaping and Irrigation System and Sheriff's Office Sidewalks, Bid Due Date is Feb 9, 2005, curb and gutter, landscaping and irrigation system, new sidewalks, Entranco, 406-449-8627

Traffic Control, 307385, MT Dept of Transportation, Bid Due Date is Feb 10, 2005
<http://www.discoveringmontana.com/doa/gsd/OSBS/Detail.asp?SolidNum=1252>

Water System Improvements, Worden, MT, Bid Due Date is Feb 9, 2005, Montana Engineering and Administration, Billings, 406-248-1363

West Babcock Street Improvements, Bid Due Date is Feb 15, 2005, City of Bozeman, Morrison Maierle 406-587-0721, site preparation, earth work, paving, sewer and drainage work, landscaping, and concrete.

Quote of the Month

*"Nothing can stop the man with the right mental attitude from achieving his goal;
nothing on earth can help the man with the wrong mental attitude."* *Thomas Jefferson*

MDT Civil Rights Bureau

Leslie Wootan, DBE Program Manager
lwootan@mt.gov (406) 444-6337

Rebecca L. Johnson, DBE Supportive Services Manager
rejohnson@mt.gov (800) 883-5811

Elaine Arterburn, DBE Supportive Services Assistant Manager, earterburn@mt.gov (800) 883-5811

Vicky Koch, Civil Rights Bureau Chief vkoch@mt.gov (406) 444-6335

Trudy Eaton, Civil Rights Bureau Administrative Asst. trueaton@mt.gov (406) 444-6331

Jim Phillips, EEO Compliance Specialist
jamphillips@mt.gov (406) 444-6045

Bill Anderson, Title 6 Compliance Specialist
bianderson@mt.gov (406) 444-6334

Alice Flesch, ADA Coordinator
aflesch@mt.gov (406) 444-9229

2701 Prospect Avenue/PO Box 201001, Helena, MT
59620-1001, (406) 444-6331, Fax (406) 444-7685 TTY
(800) 335-7592 www.mdt.state.mt.us/civilrights/

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DBE Supportive Services, Civil Rights Bureau
Montana Department of Transportation
PO Box 201001
Helena, MT 59620-1001



JIM KAMMERER
MONTANA STATE LIBRARY

STATE DOCUMENTS COLLECTION

FEB 22 2005

MONTANA STATE LIBRARY
1515 E. 6th AVE
HELENA, MONTANA 59620



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THE DBE NEWSLETTER

MONTANA DEPARTMENT OF TRANSPORTATION

Published Monthly by DBE Supportive Services

Volume 5, Issue 3

Promoting the growth of Disadvantaged Business in Montana

March 2005

Upcoming Dates

- ✓ **CANCELLED—TEAMING/CONFLICT MANAGEMENT—**
March 9 & 10, 2005, Helena
- ✓ **LEARN HOW TO READ HIGHWAY CONSTRUCTION PLANS—MARCH 14, GREAT FALLS**
- ✓ **HIGHWAY CONSTRUCTION BIDDING & ESTIMATING -**
March 15, Great Falls
- ✓ **BUILDING CODE TRAINING SEMINARS—MONTANA DEPARTMENT OF LABOR AND INDUSTRY—April 4, 5 & 6, 2005—Bozeman (pre-registration required—contact Pam Plovanic 406-841-2051)**
- ✓ **How to WIN THE FIGHT! CHANGE ORDERS & CLAIMS—American Subcontractors Association of Montana—April 12, 2005, Helena**
- ✓ **CONSTRUCTION QUALITY MANAGEMENT FOR CONTRACTORS— March 23—Billings**
- ✓ **CONSTRUCTION BLUEPRINT READING — March 24 & 25—Pablo**

Check out the DBE Supportive Services Business Training website for more details at

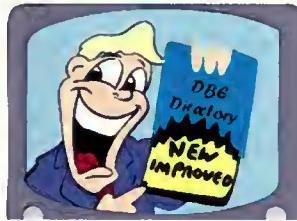
[http://www.mdt.state.mt.us/civilrights/
business_train.shtml](http://www.mdt.state.mt.us/civilrights/business_train.shtml)

Way to Go ★

Notable prime contractors teaming with DBE companies on February 24, 2005 highway construction bid letting:

- ✓ **Prince, Inc.** **10.68%**
Baker East Project

This section will highlight prime bidders who meet or exceed the current MDT goal of 7.74%.



New Look

New Information

The DBE Directory will be changing in the near future. We are currently updating

databases to provide you with a user-friendly DBE directory. New directory information provided will be Montana DBE Certification #, web site addresses, NAICS codes, DBE Classifications and different work type categories. You will also have search and download capabilities. Montana DBE Companies - please check your contact information for accuracy. Thank you.

NEW LINK ON MDT WEB SITE

On MDT Contractor's System web page at <http://www.mdt.mt.gov/contract/> there is now a link to **MDT Tribal Liaison** web page. It is located under CONTRACTOR/DBE INFO. The web page has the following information:

- ✓ Contact information for Russ McDonald, Tribal Liaison Officer.
- ✓ Contact information for tribal attorneys, tribal chairpersons, colleges, tribal employment rights officer (TERO), and tribal planners.

It also has a link to the MT-WY Tribal Leaders Council that has links to all Montana tribal web pages. Check it out today!

Montana Department of Transportation DBE Participation

7.74% Yearly Goal

4.7% Current DBE Participation



If every Prime Contractor and Engineering firm approached every MDT project with the objective of using DBE companies 7.74% for each project, we would successfully meet the yearly DBE goal.

SOMETHING WORTH CONSIDERING!

MONTANA DBE COMPANY MONTHLY UPDATE

Newly Certified DBE Companies

None

Re-Certified DBE Companies

Anderson Highway Signs & Supply	Esther L. Anderson	Mills	WY
Compton Signatures	Patricia Compton	Browning	MT
Hand-D-Powerwash & Water Truck Services	Dale Hand	Stevensville	MT
Highway Specialties, Inc.	Sue Platis	Black Eagle	MT
Lorenzen Engineering, Inc.	Diane R. Lorenzen	Jefferson City	MT
Martinez Corporation	Anthony 'Tony' Martinez	Eagan	MN
Montana Lines, Inc.	Jan Livesay	Great Falls	MT
Par Golf Construction	Grant Noonkester	Billings	MT
Scott Construction, Inc.	Patti Scott	East Helena	MT
Sharon Greene & Associates	Sharon Greene	Tustin	CA
Silverstar, Inc. d/b/a Mann Trucking	Janice L. Wandler	Dickinson	ND
Able Septic	Joseph Durqlo	St Ignatius	MT

Type of Certified Work Change

Garcia and Associates San Anselmo CA Research in Physical, Engineering & Life Svcs
Non-Highway Related

Withdrawn From DBE Program

Moe's Best Cynthia Reed Hot Springs SD

As Read MDT Bid Letting Results—February 24, 2005

DBE				
Project No.	Prime Contractor	Low bid	Participation	/ %
IM 90-6(90)304 Bozeman - Bear Canyon	Sletten Construction	\$ 12,629,376	\$ 252,000	2.00%
STPS 253-1(9)23 37 KM NW of Terry - North	E H Oftedal & Sons, Inc.	\$ 9,715,157	\$ 504,220	5.19%
STPP 59-2(12)38 Ringling - North & South	Schellinger Construction Co.	\$ 9,329,696	\$ 452,179	4.85%
STPS 219-1(2)0 Penroy - East & West	Schellinger Construction Co.	\$ 1,322,664		
STPP 2-2(29)84 Baker - East	Prince, Inc.	\$ 1,915,392	\$ 204,554	10.68%
BR 41-1(19)32 Blackfoot R-Helmvile (PH II)	Riverside Contracting, Inc.	\$ 2,633,933		
SFCS 313-1(14)29 9km South of St. Xavier - South	Riverside Contracting, Inc.	\$ 917,140		
SFCS 347-1(2)0 Jct S 288 - East	Hollow Contracting, Inc.	\$ 469,821		
All Projects for Feb 2005 MDT Bidletting		\$ 38,933,179	\$ 1,412,953	3.45%
Federal Aid Projects Only for Feb 2005 MDT Bidletting		\$ 37,546,219	\$ 1,412,953	3.57%

Governor's Board Appointments

Montana Transportation Commission New Appointments

William T. Kennedy, 902 Parkhill Drive, Billings MT 59101

Chair, Transportation Commission

Work phone: 406-256-2701; Home phone: 406-245-6051

Deb Kottel, 6301 43rd Street SW, Great Falls MT 59404

Member, Transportation Commission

Work phone: 406-791-5339; Home phone: 406-727-0542

Rick Griffith, 135 Rye, Butte MT 59701

Member, Transportation Commission

Work phone: 406-490-1643; Home phone: 406-494-3836

Current Montana Transportation Commission Members

Kevin Howlett, Arlee, MT 406-745-3525

Nancy Espy, Broadus, MT 59317 406-436-2588

For more information regarding the Montana Transportation Commission, visit the web site at:

http://www.mdt.state.mt.us/trans_comm/



CALL BEFORE YOU DIG

Careless digging causes disruption of vital services, costly delays, and environmental damage, even bodily injury as well as loss of life. If you plan to excavate underground, you must first call to get underground facilities located 2 business days prior to any digging. It's the law in Montana (69.4.501). Utilities Underground Location Center for Montana is 800-424-5555 (except Flathead and Lincoln Counties - call 800-551-8344).



Bud Criner with UULC can provide your company with information about: Recommended excavation standards and procedures for underground facilities (uniform color code, marking and staking standards, symbols, tolerance zone, substructure damage program, OSHA general requirements, white paint marking):

- Fiber Optics
- Guidelines for prospective excavation site
- Construction facility damage report
- Montana dig law
- ITIC Internet Ticket Presentations
- Directional Boring Safety Precautions
- One-call center works and how to use it
- Exposing underground facilities
- Free video library

Call Bud for assistance - it's free and he has some great handouts. Bud Criner, 406-442-3070, uulcrep@msn.com

ALERT

Civil Rights Bureau ALERT

In the future, MDT Civil Rights Bureau is looking for a way to verify benefit plans are bona fide. It is just now in the works. If you do not pay the fringe benefits to your employees but put the funds in a bona fide benefit plan - you will have to submit proof to CRB on the company that provides you this service. This is being requested to verify the plan is approved by US Dept of Labor and is bona fide. At this time, you need not do anything. It is just a "heads up" for your company. You will receive a letter detailing the exact procedure and information being requested in the next couple of weeks from Civil Rights Bureau.

Where's the DBE Training Calendar?



We are no longer providing a business training calendar in our monthly newsletter. Instead, we have listed all the web site links that provide business training calendars on the DBE Supportive Services web site under **Monthly Business Training Calendar** at

http://www.mdt.state.mt.us/civilrights/business_train.shtml.

Also: Links to other state DBE programs are on our site at http://www.mdt.state.mt.us/civilrights/dbe_support.shtml

PROTECTING YOUR ASSETS

by David Anderson
SBDC Colstrip at the Southeast Montana Development Corporation

Starting a new business is almost always a risky proposition, and you should not overlook the fact that, if the business fails, you may be forced into bankruptcy and could lose everything except what the bankruptcy laws allow you to keep. This is one reason why many small businesses incorporate at the outset, since a corporation will generally limit your liability to business creditors to the amount you invest in the corporation, plus any loans to the corporation you guarantee.

Accordingly, if you incorporate you should be cautious about unnecessarily committing too much of your personal assets to the business. For example, instead of putting a building or piece of land you own into the corporation, it may be better (and may save income and property taxes) for you to keep the property and lease it to the corporation.

Even if you incorporate, the leases or bank loans you find it necessary to guarantee on behalf of the corporation could still wipe out your personal assets if the business folds. Thus, it often makes sense to have your corporation set up a tax-qualified pension or profit-sharing plan and to have it contribute as much as possible to the plan on your behalf. Not only does this provide substantial tax savings and deferral, but also the law in most states will in many cases protect your account under such a plan from your creditors or the corporation's creditors. Thus, if, over a period of years, you build up a significant retirement fund in your corporation's pension plan, you have at least some degree of assurance that the failure of the business or a disastrous lawsuit will not touch that nest egg (but in a divorce your spouse may be able to claim his or her share of the pension plan account).

If you think you may need assistance in choosing the proper legal structure for your business, contact the Montana Small Business Development Center (SBDC) for additional information. The Montana SBDC works to increase profits for small Montana firms and to create jobs for the state's workers. The SBDC accomplishes this goal by offering free confidential counseling, business training, and information to small business owners statewide.



Please contact the Colstrip SBDC Sub-center at (406) 748-2990 for details and/or to schedule an appointment.

CHANGE MANAGEMENT — IT STARTS AT THE TOP —

by Tracey Jette
SBDC Director - Bozeman

Change is a common occurrence in business today. Because of this, it is important that you possess strong change management skills if you want your business to be a success. Change management skills include leadership development (to get people to believe in you), marketing and sales abilities (to promote your case for change), and communication skills (to help build support for the decision to change). It will also help if you know a little about the stages people go through psychologically when they are dealing with change so that you are able to tell if you have managed a successful transition or if there are additional problems that you need to address.

The first thing you will want to focus on is your leadership ability. Companies continue to make the mistake of focusing too much on business processes and not enough on good, strong examples of leadership.

Building your ability as a leader is the first step in the change management process. Once employees believe in you and trust what you're doing, you can then begin your campaign for change. Your campaign for change should target the different "groups" within your business and outline for each the reasons why a change is necessary. For instance, the board of directors will want to know what the long-term effects of the change will be. Similarly, your employees will want to know how they will be personally effected by the changes you are proposing.

Once a change occurs, it is very important to communicate on a regular basis with all effected. Let your employees know what is happening. If your communication skills are weak or you don't have a formal way of letting your employees know what is happening, set one up before you hit this stage of the change process. By keeping everyone informed, you reduce the chances of low productivity and low morale that often accompany unaccepted change.

It is important to realize that although you can use techniques to smooth the change transition process, you will never be able to completely jump from one way of doing something to another without experiencing at least some resistance. Why is this? Well, people adjust to change at different rates. It's just part of human nature. To reduce your frustration with this process, it helps to know the six phases people go through whenever they are experiencing any type of change, be it personal or professional.

Please contact the Bozeman SBDC Sub-center at (406) 587-3113 or botmline@bozeman.org for details and/or to schedule an appointment.

DBE COMPANY SPOTLIGHT

COMPTON Signatures has found a niche in the area of Rights of Ways, Utility Relocations, and Access for Seismic, Oil and Gas Leasing, specializing in Trust Properties and Indian Reservations.

Owner Patricia Compton has experience in the acquisition of signatures for thirty-four (34) years. Brint Compton has been a working partner since 1997, and is an officer in the Montana Chapter of the International Right of Way Association.



The company has worked closely with Montana Department of Transportation (MDT) on many Highway projects, several utility companies for utility relocations, and completed right of way and access work for the installation of new cell towers in the Browning area. The company's base office is located in Browning, Montana. The staff is mobile and capable of working anywhere in the state – wherever the customer needs the work to be completed. The main objective of this company is to make every experience a positive one; pave the way through the requirements and in essence help companies get the work completed by providing expert knowledge with a speedy delivery of service.

You can count on Patricia and Brint to take control of the job at hand and complete all the paperwork from beginning to end and complete this phase of the work efficiently to move the project to the construction phase problem free.

COMPTON Signature's newest service is an **MDT-certified gravel pit, located in Glacier County, Montana**. Section 22 & 23, Township 33 North, Range 7 West PMM. The Environmental Documents, Blackfeet Tribal and Bureau of Indian Affairs requirements have all been completed including Right of Way. The gravel has been tested for hardness and wear. It was prospected by MDT and it qualifies for Montana Specifications for gravel for highways, bridges etc. The pit is located between two large highway projects **Meriwether East** and **Cut Bank West** that are coming in the near future. This pit qualifies as Indian-owned for Certified Indian Preference as often required for projects on the Blackfeet Indian Reservation.

COMPTON Signatures
Patricia Compton
HC72 Box A
Browning, MT 59417
406-338-3810
FAX 406-338-3811



WORKSHOPS

GREAT FALLS

- ✓ **Reading Highway Plans, March 14, Holiday Inn.** Learn how to read plans, standard specifications and detail drawings. Gain basic knowledge of reading highway plans. Dennis Leo, Retired Montana Department of Transportation (MDT) Project Manager, is the presenter. You will gain the knowledge to help put together your bid.

- ✓ **Bidding and Estimating, March 15, Holiday Inn.** Learn how to prepare a bid, what to consider when estimating a bid, get answers to your questions about preparing a bid. Learn MDT's bidding process. Find out what the common problems are on bids. How to avoid these problems. Complete a practice bid on an actual MDT project. Jim Burngarner with Montana Lines is the presenter for this workshop.

PABLO

- ✓ **Blueprint Reading, March 24-25.** 2 days of instructions on basic blueprint reading for commercial and residential construction. The class will cover how to read a set of blueprints and specifications. Penny Knoll, Professor at MSU Dept of Engineering is the key presenter.

For the Great Falls & Pablo Workshops listed above \$25 deposit is required - that is returned to attendees. Seating is limited please send your RSVP to Elaine Arterburn at earterburn@mt.gov or call 800-883-5811.

Everyone is invited to attend. Reasonable accommodations are available upon request TTY 800-335-7592. Go to our web site for more workshop information.
http://www.mdt.state.mt.us/civilrights/business_train.shtml

HELENA

- ✓ **How to Win the Fight! Change Orders & Claims—** American Subcontractors Association of Montana, April 12, 2005, 8:30am - 4:30pm, Wingate Inn, Helena, MT \$85 for Members and \$135 for Non-Members. You will learn Types of Change Orders (CO), Pricing & Negotiating Tips, Win Spec Conflicts and Delay Claims. Presented by American Subcontractors Association of Montana. Call 443-8514 or carl@mt.net Carl Schweitzer for more details.

MDT HIGHWAY CONSTRUCTION PROJECTS

Invitation for Bids, Letting of March 31, 2005



Sealed bids on the following projects will be received by the Montana Department of Transportation-Highways Division, Contract Plans Bureau, Room 101, 2701 Prospect, Helena, Montana until 9:00 a.m. on March 31, 2005, the bids being publicly opened and read thereafter at 10:00 a.m. in the Department's auditorium.

1. **Minesinger Trail – MT 35 - Federal Aid Project No. NH 5-2(124)56**
- Grading, gravel, plant mix bituminous surfacing, seal and cover, lighting, irrigation crossings, retaining walls, storm drain, and wildlife crossing. The project is located within the Flathead Indian Reservation. **MANDATORY PRE-BID CONFERENCE.** The Disadvantaged Business Enterprises' contract goals are 3.0%.
2. **Weeksville – West - Federal Aid Project No. STPP 6-1(76)62** - Grade, gravel, MSE wall, plant mix bituminous surfacing, drainage, electrical and fencing – West project on MT 200 in Sanders County. The Disadvantaged Business Enterprises' contract goals are 3.0%.
3. **Business Loop – Glendive, 2002 – Signals – East of Glendive, Dawson County Line – NE & Business Loop – Glendive Federal Aid Project Nos. STPP 57-7(19)326, STPP-STPHS 57-7(20)327, IM 94-6(49)191 & STPP 98-1(4)0 - STPP 57-7(19)326** – Cold milling, PMBS overlay, guardrail, traffic signals and striping – Glendive project (RP 325.99 to RP 329.34). **STPP-STPHS 57-7(20)327** – Traffic signals on 2002 – Signals – East of Glendive project. **IM 94-6(49)191** – Cold milling, RAP, PMBS overlay, guardrail and striping – Northeast project (RP 191.2 to RP 210.0). **STPP 98-1(4)0** – Cold milling, PMBS overlay, guardrail and stripping - Glendive project (RP 0.30 to RP 1.84). All projects are in Dawson County. The Disadvantaged Business Enterprises' contract goals are 4.0%.
4. **Pondera/Glacier County Line Slide - Federal Aid Project No. STPS 358-1(3)18** - Roadway and roadside safety improvements in Pondera and Glacier Counties on the Blackfeet Indian Reservation. **MANDATORY PRE-BID CONFERENCE.** The Disadvantaged Business Enterprises' contract goals are 0.0%.
5. **Main St. Improvements – Laurel - Federal Aid Project No. CM-STPU 6904(1)** - Sidewalks, curb and gutter, plant mix bituminous surfacing, drainage, sidewalk or trees – Laurel project in Yellowstone County. The Disadvantaged Business Enterprises' contract goals are 0.0%.

Truncated Domes – Now Appearing on MDT Projects

Source: MDT Memo from Paul Ferry, PE, Highways Engineer

Dated January 7, 2005



Truncated domes are a standardized detectable warning surface for sight-impaired pedestrians. The domes are installed in the sidewalk adjacent to the roadway and provide a cue that the pedestrian is moving from a pedestrian area to a vehicular area. MDT is required to install truncated domes on all new curb ramps and any project involving alterations to existing ramps.

The truncated domes extend the width of the sidewalk and are located at the bottom of the curb ramp. Truncated domes will be measured and paid by the square yard (square meter). Quantities for truncated domes will be shown in a separate column in the Sidewalk Summary. Refer to Detailed Drawing No. 608-40 for more complete information. Truncated domes will be included in all projects in the April, 2005 bid letting.

More MT Contracting Opportunities

National Park Service Glacier National Park Historical Significance Report SOL: Q1434050007 DUE: April 19, 2005

This proposed procurement will require the contractor to prepare a national register of historic places historic context for recreational cabin development on Lake McDonald in Glacier National Park, Montana. Glacier, National Park, Flathead County, Montana <http://www2.eps.gov/spg/DOI/NPS/APC-IS/Q1434050007/listing.html>

White Sands CG Phase 1, NDB050017, Response Date: April 6, 2005, Bureau of Land Management, Construct a campground with access and loop roads, parking areas, trails, campsites, boatramp facility and other appurtenances in accordance with the drawings and specifications. Kevin C. Schreiber Contract Specialist 3032363514 Kevin_Schreiber@blm.gov; Lewis & Clark County, MT. <http://www.eps.gov/spg/DOI/BLM/NCR/NDB050017/listing.html>

Yellowtail Dam Visitor Center, Transformer & Power Cable, Bighorn County, Fort Smith, MT 05SQ600069, Response Date: March 25, 2005, Bureau of Reclamation, Bev Beckman Contracting Officer 4062477807 bbeckman@gp.usbr.gov; <http://www.eps.gov/spg/DOI/BR/BR/05SQ600069/listing.html>

Landmark Managing Map Legend for Existing Vegetation, RFP-CAZ-05-023, Response Date: April 4, 2005, Department of Agriculture, Forest Service, The primary aim of the vendor's work will be to update and document current knowledge in support of mapping existing vegetation and terrestrial biophysical settings. Missoula Fire Sciences Laboratory Response shall be submitted to the USDA Forest Service, Rocky Mountain Research Station, Christina A. Schofield, cschofield@fs.fed.us or (fax) 970-498-1166, 970-498-1174 <http://www.eps.gov/spg/USDA/FS/82FT/RFP-CAZ-05-023/listing.html>

Rangeland Resources Inventory Data Collection Services, AG-0325-S-05-0003, Posted March 3, 2005, Department of Agriculture, Collection of rangeland data on selected sample sites (points) for the 2005 National Resources Inventory (NRI), Rangeland Field Study in Montana. Marsha Harris, 406-587-6859, Fax 406-587-6808, marsha.harris@mt.usda.gov <http://www.eps.gov/spg/USDA/NRCS/MTSO/AG-0325-S-05-0003/listing.html>

Montana Department of Transportation, <http://www.discoveringmontana.com/doa/gsd/osbs/Results.asp?AgencyID=TRANS1>
307390, Noxious Weed and Vegetation Control, Response Date March 16, 2005
307410, Miscellaneous Electrical Work Great Falls Division, Response Date: March 15, 2005
307411, Lawn Fertilization & Gopher Control, Response Date: March 16, 2005
307412, Epoxy Paint Striping Lewistown Division, Response Date: March 15, 2005
307418, Hardin Rest Area Maintenance, Response Date: March 24, 2005
307420, Overlay & Chip Seal on North Rouse in Bozeman, Response Date: March 16, 2005
307421, Crack Sealing Southwest of Havre, Response Date: March 15, 2005
307431, Ekalaka North & South Crack Seal, Response Date: March 24, 2005

Spring Meadow State Park Parking Lot Improvements & Landscaping Project, FWP 7036405, Response Date: March 22, 2005, Montana Fish Wildlife and Parks, Design & Construction Bureau, Walk Through is March 14, 2005 at 11:00am, Northern Engineering & Surveying, 406-442-8108.

Weed Control, IFB05-1072D, Montana Department of Fish, Wildlife and Parks, Chemical (herbicide) weed control at selected State Parks (SP) and Fishing access Sites Response Date: March 22, 2005
<http://www.discoveringmontana.com/doa/gsd/OSBS/Results.asp?List=All>

Quote of the Month

"The best leader is the one who has sense enough to pick good people to do what he/she wants done, and self-restraint enough to keep from meddling with them while they do it." *Theodore Roosevelt (adaptation)*

MDT Civil Rights Bureau

Leslie Wootan, DBE Program Manager
lwootan@mt.gov (406) 444-6337

Rebecca L. Johnson, DBE Supportive Services Manager
rejohnson@mt.gov (800) 883-5811

Elaine Arterburn, DBE Supportive Services Assistant Manager, earterburn@mt.gov (800) 883-5811

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Trudy Eaton, Civil Rights Bureau Administrative Asst. trueaton@mt.gov (406) 444-6331

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jamphillips@mt.gov (406) 444-6045

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bianderson@mt.gov (406) 444-6334

Alice Flesch, ADA Coordinator
aflesch@mt.gov (406) 444-9229

2701 Prospect Avenue/PO Box 201001, Helena, MT 59620-1001, (406) 444-6331, Fax (406) 444-7685 TTY (800) 335-7592 www.mdt.state.mt.us/civilrights/

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DBE Supportive Services, Civil Rights Bureau
Montana Department of Transportation
PO Box 201001
Helena, MT 59620-1001



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HELENA, MONTANA 59620



Volume 5, Issue 4

Promoting the growth of Disadvantaged Business in Montana

April 2005

Upcoming Training

Montana State Library

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A MUST FOR ALL CONTRACTORS !

AM Session —Understanding Contract Language

PM Session — Business Ethics for Contractors

APRIL 23, 2005

9:00AM TO 4:00PM MSU-BOZEMAN CAMPUS

Engineering & Physical Sciences Building

at South 7th and Grant Street—Room 126

\$25 Registration Fee

RSVP is required

call 800-883-5811

Contract Language: Review standard contracts and analyze contract language to understand your company's risk.

Business Ethics: A complete look at the current construction industry, analysis of case studies and group discussion on the standard of business practices for the construction

industry.

Speakers are Penny Knoll, CPC and Roger Kruckenberg.

Penny is a full-time faculty member at MSU in the Department of Civil Engineering Technology. She has 13 years of commercial construction project manager experience and seven of those years she owned a design/build commercial construction firm.

Roger has 30 years experience in the field of commercial construction and owned a design/build commercial construction firm for 20 years. His business experience is vast from his work on multi-million dollar projects throughout the US including several international construction projects.

Other locations for this workshop are also available via MDT polycom system, please call Rebecca Johnson at 800-883-5811 if interested. This workshop is sponsored by Montana Department of Transportation Disadvantaged Business Enterprise (DBE) Supportive Services Program. Alternative accessible formats will be provided. Please call

MONTANA ONLINE DBE DIRECTORY IS GETTING A NEW LOOK!

Check it out this month (April) — New features are search capabilities, spreadsheet format available for mailing labels, and more descriptive information about DBE companies.

Way to Go 

Notable prime contractors teaming with DBE companies on March 31, 2005 highway construction bid letting:

Prince, Inc. 21.85%

STPP-STPHS 57-7(19)326, STPP 57-7(20)327, IM 94-6(49)191, STPP 98-1(4)0

This section will highlight prime bidders who meet or exceed the current MDT goal of 7.74%.

**Montana Department of Transportation
DBE Participation**



7.74% Yearly Goal

4.70% Current DBE Participation



If every Prime Contractor and Engineering firm approached every MDT project with the objective of using DBE companies 7.74% for each project, we would successfully meet the yearly DBE goal..

SOMETHING WORTH CONSIDERING!

MONTANA DBE COMPANY MONTHLY UPDATE

Newly Certified DBE Companies

Snelling Personnel Services

Billings MT

Temporary Personnel Services

Re-Certified DBE Companies

Bionomics Environmental, Inc.	Boise	ID	Consultant—Environmental, Hazardous Waste, etc.
L.A. Olson & Associates, Inc.	Billings	MT	Architect, Consultant, Project Design, etc.
Quality Landscape Seeding, Inc.	Plains	MT	Seeding, Erosion Control, Fertilizer, Mulch
Sanchez Electric, Inc.	Mills	WY	Trenching, Electrical installation-residential, etc.
Sandhill Enterprise	Busby	MT	Water well drilling, Sewer installation, septic service
Three Rivers Construction, Inc.	Alpine	WY	Curb and gutter, Concrete paving, etc.
Valley Illuminators	Federal Way	WA	Manufacture and supply other signs, airport lighting
Willow Creek Construction	Browning	MT	Clearing and grubbing, riprap, excavation, etc.
Yeh & Associates, Inc.	Denver	CO	Consultant—Engineering, Soil investigation, etc.

Type of Certified Work Change

None

Withdrawn From DBE Program

None



As Read MDT Bid Letting Results March 31, 2005

Project No.	Prime Contractor	Low Bid	DBE Participation	
			\$	/ %
NH 5-2(124)56 Minesinger Trail - MT 35	Riverside Contracting, Inc.	\$ 10,889,187.09	\$ 467,132.48	4.29%
STPP-STPHS 57-7(19)326 - Business Loop - Glendive; STPP 57-7 (20) 327 - Signals E of Glendive; IM 94-6 (49) 191 - Dawson County Line; STPP 98-1 (4) 0 - Business Loop Glendive	Prince, Inc.	\$ 7,075,237.02	\$ 1,546,177.01	21.85%
STPS 358-1(3)18 Pondera Glacier County Line Slide	SK Construction, Inc.	\$ 2,187,253.40		
CN-STPU 6904(1) Main Street Improvements - Laurel	J & S Construction, Inc.	\$ 241,274.34		
All Projects for March 2005 MDT Bid Letting		\$ 20,392,951.85	\$ 2,013,309.49	9.87%

DBE COMPANY SPOTLIGHT

MONTANA LINES Jan Livesay—Owner

Montana Lines began in the construction business twenty years ago, operating out of Jan's parents' garage. The first significant equipment purchase was a crane truck designed to auger holes for signal and luminaries bases. It included a special grip to pick up, rotate and set the poles on the bases. The cost of the truck was three times the cost of their first home; needless to say it was a little unnerving. Today that first truck has been replaced with bigger models and sees less action, but replacing equipment keeps Montana Lines competitive. Traffic signal installation, luminaries lighting and airport runway lighting comprise the majority of their work today.



Montana Lines was involved in the pilot demonstration project with the MDT on the installation of thermoplastic pavement markings. Permanent pavement markings offer another avenue of work to compliment their equipment and crew abilities and manufacturing their own thermoplastic guarantees quality control of the product.



Membership in the Montana Contractors' Association, American Traffic Safety Services of America, and National Association of Women in Construction provides a way of keeping a pulse on the construction industry. Jan states, "We enjoy the opportunity to network, learn, and stay informed of advances in technology and safety through participation in these organizations."



TEAM WORK EQUALS BIG PAYOFF

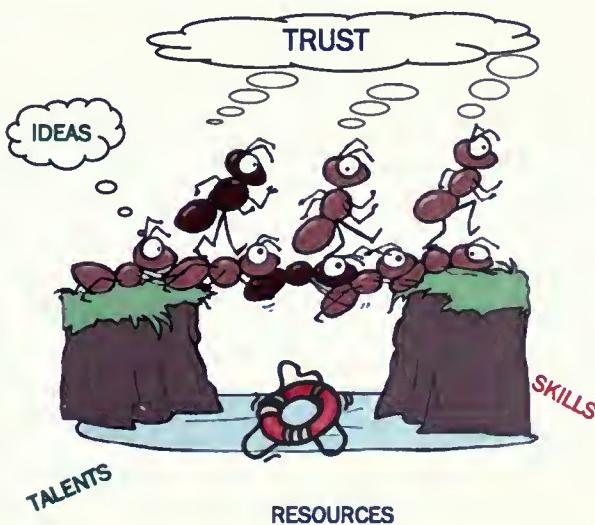
Did you know that there is a difference between a group being engaged in team work and a group that works as a team?

- *A group that engages in "team work,"* is when members contribute their skills, talents, resources and ideas to achieve a common goal.
- *A group that works as a team* is when members provide their skills, talents, resources and ideas for use by the entire group as a cohesive unit that uses all the best individual assets of its members.

Team members that openly discuss strengths and weaknesses of each other will lead to the development of a cohesive and effective team. This process helps everyone discover different ways to work together. The key is to make everyone's skills available to the entire team.

Trust is the foundation that builds teams — it is essential. Your team members must trust each other to provide their skills, talents, resources and ideas for the entire team. Team work takes time, effort and a willingness to share. Everyone benefits when the team becomes **one in thought and purpose** sharing their individual assets with each other for the success of the team.

WHAT BEAT DOES YOUR TEAM MARCH TO?



Cell Phone Use While Driving— Is it dangerous??

The National Safety Council praised ExxonMobil Corporation for its safety leadership in enacting a ban on cell phone use by ExxonMobil employees and contractors while on company business. The new policy was developed after ExxonMobil commissioned an analysis of available science on cell phone use. "In nine studies on the effects of cell-phone use on driving, researchers found that talking on a cell phone significantly degrades driving performance."

To restrict hand-held devices but permit hands-free devices are not likely to reduce interference from the phone conversation, because the interference is, in this case, due to central attentional processes.

Some of the findings are:

- Talking on a cell phone, regardless of whether the phone is hands-free, results in a braking response time that is three times longer than that of drunk drivers.
- The relative risk of an accident while talking on a cell phone is similar to that of driving with a blood alcohol level at the legal limit.
- Drivers talking on cell phones change lanes and weave through traffic without full awareness of their surroundings and are less likely to maintain safe following distances.

Overall awareness of potential hazards and situations is reduced by cell phone conversations. The risk is less severe in conversations with passengers in the vehicle because those conversations tend to ebb and flow according to traffic conditions. The person on the other end of a cell phone conversation is completely unaware of those conditions.

The full ExxonMobil study is available on the US National Safety council's web site -- www.nsc.org

A study in the February/March 2003 issue of the National Safety Council's *Injury Insights* explains how cell phone conversations while driving become a potentially dangerous distraction. The study shows that conversing on cell phones while driving disrupts the driver's attention to the visual environment, leading to what the authors call "inattention blindness", or the inability to recognize objects encountered in the driver's visual field.

Keep in mind - In 2003, the leading accidental/trauma injury death in Montana was traffic accidents at 262. The highest accident risk for employees in Montana is traffic accidents. In

2004, Montana Highway Patrol showed 21,782 recorded crashes with 229 persons killed. Of this, 152 persons fatally injured did not wear their seat belts, 11 did not use their helmets, 10 were not motorists, 1 restraint was improperly used, and 8 restraints use were unknown, and 47 used their lap/shoulder belts.

BE SAFE

- **Take a driver's safety training class**
- **Wear your seat belt**
- **Limit your cell phone usage while driving**



Notice

USERRA Uniformed Services Employment & Reemployment Rights Act New Employer Poster Available

This poster explains the rights of employees under the Uniformed Services Employment and Reemployment Rights Act (USERRA) and is now available for employers to download from the Department of Labor (DOL) web site. USERRA continues the protection of civilian job rights and benefits for veterans and members of Reserve components. This poster is expected to be finalized shortly. Download the poster at VETS website at www.dol.gov/vets. Place the poster in a location where it can be viewed by all employees.

Gravel Roads Workshop

To give novice and experienced employees practical methods and techniques for construction and maintaining gravel roads. This two-day workshop will cover drainage, materials, proper blading techniques, motor grader operations, maintenance of unpaved roads near wetlands, and stabilization and dust control.

Workshop is sponsored by Local Technical Assistance Program

May 16 & 17 — Butte * May 18 & 19—Great Falls
May 25 & 26 - Missoula *** June 2 & 3 Broadus**

Cost is \$35.00—Call for a complete description of workshop with registration form from the DBE Supportive Services office 800-883-5811 or call the LTAP office at 1-800-541-6671.

MDT Prime Bidder Alert for Highway Construction Projects

Effective for April 2005 bid letting, all proposal guarantees submitted with bid to MDT must be in the form of a bid bond in the format approved by MDT. No other forms of proposal guarantees will be accepted for the April 28th bid letting. There is also a new version of the Expedite bidding software, 5.5a and is available on MDT Contractor's System Page.

SUMMARY OF WORKSHOPS

GREAT FALLS, MT—March 13 & 14, 2005

Reading Highway Plans

Dennis Leo, retired MDT project manager, taught the participants how to read highway plans and use standard specifications and detailed drawings. Dennis covered control diagrams, typical section drawings, cross sections, determining soil conditions, definitions of cross slope or crown, and slope definitions, etc. Keep in mind the Question & Answer Forum has top ranking of all MDT bid documents pertaining to a proposed project, see Standard Specification 105.04 for the complete governing ranking of bid documents. Thank you Dennis for a very informative learning opportunity.



Bidding & Estimating Highway Construction Projects Workshop

Speakers were Jim Baumgartner, estimator at Montana Lines; and Rebecca Johnson, MDT DBE Supportive Services. Rebecca gave the class an overview of MDT's web page and how contractors can use the information provided. Jim taught the class how to bid on a project – all the costs to consider for your estimate. He also discussed risk assessment, how to simplify the bidding process – do this work more efficiently, what information to use from detailed drawings/standard specifications to calculate your estimate, etc. Hands-on work involved teams working together to complete an actual MDT project bid. Jim provided a wealth of information to the group – thanks for sharing your knowledge and wisdom with the class.



PABLO, MT—March 24 & 25, 2005

Blueprint Reading Workshop – Pablo, MT

Penny Knoll was the presenter for this class. This was a intensive 2-day workshop for contractors to learn everything they ever wanted to know about blueprints (from how blueprints were named “blueprints” down to common abbreviations and symbols). Penny took the class through the book, “Reading Architectural Plans for Residential and Commercial Construction.” A book that is highly recommended for all contractors in the industry to have in their library. She provided lots of insight to the contractors on what and why they need to know relating to blueprints. Penny was very thorough in her teachings and the contractors benefited greatly. It was a wonderful learning opportunity for all in attendance.



MDT HIGHWAY CONSTRUCTION PROJECTS

Invitation for Bids, Letting of April 28, 2005

Sealed bids on the following projects will be received by the Montana Department of Transportation-Highways Division, Contract Plans Bureau, Room 101, 2701 Prospect, Helena, Montana until 9:00 a.m. on April 28, 2005, the bids being publicly opened and read thereafter at 10:00 a.m. in the Department's auditorium. Bid proposals, plans, cross-sections, dirt runs & erosion control plans if available, and full instructions to bidders are on file for examination and may be obtained from the Contract Plans Bureau.

1. **7 km East of Frenchtown Interchange - Federal Aid Project No. IM 90-2(105)94.** Crack and seat, plant mix bituminous surfacing, and seal and cover on the 7 km East of Frenchtown Interchange project in Missoula County. The Disadvantaged Business Enterprises' contract goals are 4.0%.
2. **Interstate Rehab – Butte -Federal Aid Project No. IM 0002(743)** - Crack and Seat, plant mix bituminous surfacing and seal and cover on the Interstate Rehab-Butte project in Silver Bow County. The Disadvantaged Business Enterprises' contract goals are 0.0%.
3. **US 287 Passing Lane – S of Toston - Federal Aid Project No. NH 8-4(41)93.** Grading, gravel, plant mix bituminous surfacing and pavement markings. on National Highway Route 8/US 287 in Broadwater County. The Disadvantaged Business Enterprises' contract goals are 1.5%.
4. **Powell County Bridges - Federal Aid Project No. BRF-BR 9039(34).** This project consists of the construction of a pre-stressed concrete beam bridge on Sawmill Road over Rock Creek, Sawmill Road over Clark Fork River and Sager Lane over Clark Fork River as well as grading, gravel, bituminous surface treatment, drainage, guardrail and fencing on these bridge approaches in Powell County. The Disadvantaged Business Enterprises' contract goals are 1.5%.
5. **South of Alder – South - Federal Aid Project No. STPS 357-1(6)5.** Digouts, plant mix bituminous surfacing overlay, and seal and cover on the South of Alder – South project in Madison County. The Disadvantaged Business Enterprises' contract goals are 0.0%.
6. **Plains – Paradise - Federal Aid Project No. STPP 6-1(103)76.** Plant mix overlay, seal & cover and guardrail on the Plains – Paradise project in Sanders County. The Disadvantaged Business Enterprises' contract goals are 0.0%.
7. **Yellow Bay – North - Federal Aid Project No. STPP 52-1(26)18.** Plant mix overlay, seal & cover and guardrail on the Yellow Bay – North project in Lake County. The Disadvantaged Business Enterprises' contract goals are 0.0%.
8. **Desmet Interchange – West - Federal Aid Project No. STPS 474-1(6)0.** Overlay, seal and cover, guardrail, bridge rail revision and pavement markings on State Secondary Route 474 in Missoula County. The Disadvantaged Business Enterprises' contract goals are 0.0%.
9. **Polson – NW & North of Polson – North - Federal Aid Project Nos. NH 5-2(130)59 & NH 5-2(131)67.** Seal and cover on National Highway Route 5/US 93 in Lake County, on the Flathead Indian Reservation. Polson. The Disadvantaged Business Enterprises' contract goals are 0.0%.
10. **Half Breed Creek – 10 km South of Roundup - Federal Aid Project No. BR 9033(14).** Bridge replacement with steel arch culvert, plant mix overlay, school bus turnaround, mailbox turnout and signing on the Half Breed Creek. The Disadvantaged Business Enterprises' contract goals are 0.0%.
11. **Lincoln Ave. – Central to 6th St. SW – Sidney & Main – 4th to 9th Ave. SE - Sidney. Federal Aid Project Nos. STPU 1405(3) & STPU 1406(2).** The projects include plant mix overlay, curb/gutter/sidewalks within the city limits of Sidney in Richland County. The Disadvantaged Business Enterprises' contract goals are 0.0%.
12. **Libby – North - Federal Aid Project No. STPS 567-1(7)0.** Seal and cover on State Secondary Route 567 in Lincoln County. The Disadvantaged Business Enterprises' contract goals are 0.0%.
13. **Bozeman – NW & South of Bozeman – South - Federal Aid Project Nos. STPS 235-1(12)4 & STPS 345-1(4)6.** STPS 235-1(12)4 – Seal and cover on the Bozeman – NW project in Gallatin County. STPS 345-1(4)6 – Seal and cover on the South of Bozeman - South project in Gallatin County. The Disadvantaged Business Enterprises' contract goals are 0.0%.
14. **2002 – D3 – Signing & 2001 – Signing – Vaughn - Federal Aid Project Nos. STPHS 0002(763) & STPHS 7(42).** STPHS 0002(763) – Signing, delineation and pavement markings Lewis & Clark and Cascade Counties. STPHS 7(42) – Signing and delineation in Cascade County. The Disadvantaged Business Enterprises' contract goals are 0.0%.

More MT Contracting Opportunities

Class III Cultural & Paleontologic Resource Inventory, IFB05-1035R, Bid Due Date 5-3-05, Montana Department of Natural Resources and Conservation (DNRC). Class III cultural and paleontologic resources inventory and evaluation of 20,000 acres of state owned land in six Montana counties. <http://www.discoveringmontana.com/doa/gsd/business/pdfdownloads/ifb05-1035r.doc>

State of Montana Projects — <http://www.discoveringmontana.com/doa/gsd/OSBS/Results.asp?List=All>

Boulder South Crack Seal, MT Dept of Transportation, 307452, Bid Due Date: 4-20-05

Lincoln Rd West & York Rd Crack Seal, MT Dept of Transportation, 307453, Bid Due Date: 4-20-05

Fairmont/Opportunity Overlay & Chip Seal, MT Dept of Transportation, 307455, Bid Due Date: 4-21-05

Pavement Overlay & Chip Seal on York Rd, N of Helena, MDT, 307460, Bid Due Date: 4-28-05

MacDonald Pass Chip Seal, MT Dept of Transportation, 307461, Bid Due Date: 4-28-05

EIS for MT Ore Mine & Transmission Line, RFP 105006, Bid Due Date: 5-13-05, MT Dept of Environmental Quality

Glasgow International Airport Improvements, Runway reconstruction, DBE Goal 2.09%, Bid Due Date: 4-20-05, Robert Peccia & Associates, 447-5000

Greenwood Ave & Old Hardin Water Replacement, Billings, Bid Due Date: 4-21-05, Morrison-Maierle, 656-6000

Sidney-Richland Airport Improvement, Sidney, Bid Due Date: 4-22-05, DBE Goal: 1.9%, Kadrmas, Lee & Jackson 701-355-8400

Tribal Employment Rights Office (TERO) Directors

Fort Peck Reservation

Denver Atkinson

406-768-5807

Fax: (406) 768-5812

tero@nemontel.net

Northern Cheyenne Tribe

Matthew Two Moons

Phone: (406) 477-6505 or

477-6287

Fax: (406) 477-8510

nctero1@rangeweb.net

Rocky Boy Reservation

Jonna Parker

406-395-5705 *218

Fax: (406) 395-5702

tero@cct.rockyboy.org

Fort Belknap Reservation

Buzz Doney,

406-353-8383

Fax: (406) 353-4975

fbtu@mtintouch.net

Blackfeet Reservation

Rodney "Fish" Gervais

406-338-7887

Fax: (406) 338-7117

mkipp@3rivers.net

Crow Reservation

Louis Good Luck

406-638-3851 or

(406) 638-3852

Fax: (406) 638-3887

louislouisg@crownations.net

Flathead Reservation

Lissa Peel, Indian Preference Coordinator

406-675-2700 *1044

Fax: (406) 675-2711

lissap@cskt.org

For more information go to MDT's website
<http://www.mdt.state.mt.us/tribal/> or contact:

Russ McDonald

Tribal Liaison

Montana Department

of Transportation

406-444-6821 or

TTY 800-335-7592 /

406-444-7643

email: rmcdonald@mt.gov



Quote of the Month

Minds are like parachutes. They only function when they are open.

Sir James Dewar, Scientist (1877-1925)

MDT Civil Rights Bureau

Leslie Wootan, DBE Program Manager
lwootan@mt.gov (406) 444-6337

Rebecca L. Johnson, DBE Supportive Services Manager
rejohnson@mt.gov (800) 883-5811

Elaine Arterburn, DBE Supportive Services Assistant Manager, earterburn@mt.gov (800) 883-5811

Vicky Koch, Civil Rights Bureau Chief vkoch@mt.gov (406) 444-6335

Trudy Eaton, Civil Rights Bureau Administrative Asst. trueaton@mt.gov (406) 444-6331

Jim Phillips, EEO Compliance Specialist
jamphillips@mt.gov (406) 444-6045

Bill Anderson, Title 6 Compliance Specialist
bianderson@mt.gov (406) 444-6334

Alice Flesch, ADA Coordinator
aflesch@mt.gov (406) 444-9229

2701 Prospect Avenue/PO Box 201001, Helena, MT 59620-1001, (406) 444-6331, Fax (406) 444-7685 TTY (800) 335-7592 www.mdt.state.mt.us/civilrights/

250 copies of this public document were published and distributed at an estimated cost of 87 cents per copy for a total of \$217.50. MDT attempts to provide reasonable accommodations for any known disability that may interfere with a person participating in any service, program or activity of the Department. Alternative accessible formats will be provided upon request. TTY 800-335-7592



DBE Supportive Services, Civil Rights Bureau
Montana Department of Transportation
PO Box 201001
Helena, MT 59620-1001

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APR 19 2005

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HELENA, MONTANA 59620



Volume 5, Issue 5

Promoting the growth of Disadvantaged Business in Montana

May 2005

Upcoming Training

MDT Contract Plans

Bid Express Training

Are you planning to bid on MDT highway construction projects as a prime bidder?

This training will teach you how to use Bid Express to electronically bid on MDT projects. It is a 3-hour training session scheduled on May 25th at 8:30-11:30am or 1:30-4:30pm or on May 26th at 1:00-4:00pm at MDT Headquarters Building in Helena, MT. RSVP are required by May 13th. If interested or have more questions, contact Chris Clearman at 406-444-6213 or cclearman@mt.gov.

STATE DOCUMENTS
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2005
MONTANA STATE LIBRARY
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HELENA, MONTANA 59601

DBE Supportive Services Survey

All Montana DBE-certified companies received a survey to complete. Your input is very important - please complete the survey by May 20th. We have sent the survey electronically to email addresses (and hard copy to companies without email addresses). Please call today if you did not receive a survey. Elaine 800-883-5811. Thank you for your cooperation!!

If you did not receive the survey, please go to: www.montanadbespeedsurvey.com to participate.

Again, Thank You.

NEW ADDITIONS TO DBE LENDING LIBRARY

We are purchasing audio Compact Discs (CDs) of various business topics to help DBE companies learn by listening. They are free to the DBE companies to check out for two weeks. Two new library additions are:

Whale Done! The Power of Positive Relationships by Ken Blanchard (3 CDs/3 hours) Listen and learn how positive reinforcement and redirection can help increase productivity.



Good to Great - Why Some Companies Make the Leap and Others Don't by Jim Collins (5 CDs/6 Hours). Learn level 5 leadership required for greatness, the hedgehog concept, a culture of discipline, how good-to-great companies think differently about technology, and the flywheel and the doom loop.

Please let us know what books or CDs you would like in the DBE Lending Library. Complete list of lending library material is available on our Website.
Thank you. Rebecca

Way to Go 

Montana Department of Transportation

DBE Participation



7.74% Yearly Goal
4.70% Current Yearly DBE Participation

Prime contractors with significant DBE participation on April 28, 2005 highway construction bid letting:



Riverside Contracting 12.65%

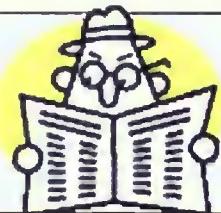
JTL Group—Missoula 18.63%

JTC Group—Kalispell 52.75% (includes 3 projects)

JTL Group—Belgrade 18.40%



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As Read MDT Bid Letting Results

April 28, 2005

Project No.	Prime Contractor	Low Bid	DBE Participation	
			\$ Amount	%
IM 90-2 (105) 94 7 Km East of Frenchtown	Riverside Contracting Inc.	\$7,026,333.73	\$888,717.16	12.65%
IM 0002(743) Silver Bow County Interstate Rehab	Jim Gilman Excavating	\$1,353,193.58	\$0.00	0.00%
NH 8-4 (41) 93 Broadwater Co. US 287 Passing Lane	Jim Gilman Excavating	\$2,741,447.57	\$48,564.53	1.77%
BRRF-BR 9039(34) Powell County Bridges	Sletten Construction	\$1,716,882.08	\$60,489.57	3.52%
STPS 357-1(6)5 Madison County - South of Alder	Jim Gilman Excavating	\$1,272,559.42	\$0.00	0.00%
STPP 6-1(103)76 Sanders Co. Plains - Paradise	Riverside Contracting Inc.	\$985,200.39	\$0.00	0.00%
STPP 52-1(26)18 Lake County Yellow Bay North	JTL Group Inc. (Kalispell)	\$717,684.93	\$96,550.00	13.45%
STPS 474-1(6)0 Missoula Co. - DeSmet Interchange West	JTL Group Inc. (Missoula)	\$487,404.35	\$90,825.35	18.63%
NH 5-2 (130) 59 & NH 5-2 (13)67 Lake Co. - Polson- NW & North of Polson - North	JTL Group Inc. (Kalispell)	\$441,533.21	\$83,252.00	18.80%
BR 9033(14) - Musselshell Co. Half Breed Creek - 10 Km south of Roundup	Winkler Contractors	\$169,600.60	\$0.00	0.00%
STPU 1405(3) & STPU 1406(2) Richland Co. - Lincoln Ave. Central to 6th St. SW - Sidney & Main - 4th to 9th Ave SE - Sidney	Franz Construction, Inc.	\$256,990.56	\$0.00	0.00%
STPS 567-1(7)0 Lincoln Co. - Libby-North	JTL Group Inc. (Kalispell)	\$190,499.92	\$39,168.00	20.50%
STPS 235-1(12)4 & STPS 345-1(4)6 Gallatin Co. - Bozeman - NW &	JTL Group Inc. (Belgrade)	\$178,728.12	\$32,952.80	18.40%
STPHS 0002(763) & STPHS 7(42) Lewis & Clark & Cascade Co. 2002 - D3 - Signing & 2001 Signing	Rocky Mountain Traffic Control	\$52,443.70	\$0.00	0.00%
Total of all Federal-aid Projects for April, 2005 MDT Bid Letting		\$17,590,502.16	\$1,340,519.41	7.62%

MONTANA DBE COMPANY MONTHLY UPDATE

Newly Certified DBE Companies

None

Re-Certified DBE Companies

Advanced Technologies Integration	Minneapolis	MN	Computer visualization graphics, Consulting
B. Fritch Trucking	Pocatello	ID	Truck hauling (dirt/aggregate supplies)
HL Construction	Billings	MT	Traffic Control, Guardrail, Bridge Rail
Shapiro and Associates, Inc.	Seattle	WA	Consultant-Wetland Studies, Air Pollution

Re-Cert Denied

Sharon Greene & Associates	Tustin	CA	Consultant-Railroad, Rapid Transit
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DBE COMPANY SPOTLIGHT

Tim Zimmerman, Montana DBE-Certified Trucking Firm

Tim started his trucking business in 1981 by hauling crude oil.

In 1997, he started hauling water and construction materials on highway construction projects. Tim's recent projects have included hauling aggregate material and asphalt on highway and airport construction projects for Century Construction Company and EH Oftedal & Sons.

Tim J. Zimmerman Trucking's headquarters are in Hardin, Montana with two belly dump trucks (3-axle) and two 1994 Kenworth T900 trucks. Tim works throughout the state of Montana and is looking to do business in Nevada and Wyoming. He is currently working on the Oswego highway construction project. Tim has contracted with approximately 12 independent truck owners from the Fort Peck reservation to haul road material for EH Oftedal.

Tim's advice to other business owner is to continuing work to build a good rapport with all customers (prime contractors, other subcontractors, and MDT) by keeping the communication lines open.



How to file on a bond!

How do you file on a project bond on a state project?

You will need to refer to state law, the Montana Code Annotated, 18-2-201 to 18-2-208, Public Contracts-Construction Contracts-Performance, Labor and Materials Bonds.



Subcontractors and suppliers must take care if they wish to protect their rights to file on a prime contractor's bond. From section 18-2-206, MCA, a subcontractor or supplier should do the following no later than 30 days after the date that it starts work on the project, or provides materials or supplies for it, to give a required notice of a right of action on the security to the prime contractor:

- "2) (a) The notice must be delivered personally or sent by certified mail to the contractor.
(b) The notice must be in writing and state:
 - (i) that it is a notice of a right of action on the security;
 - (ii) that the person, firm, or corporation giving the notice has commenced to deliver provender, provisions, materials, or supplies;
 - (iii) the name of the subcontractor or agent who placed the order or to whom the provender, provisions, materials, or supplies were delivered; and
 - (iv) that the contractor and the contractor's security will be held for the unpaid price if the supplier is not paid."

If a subcontractor or supplier does not send the required notice within that time frame, it may not be able to sue against the contractor or the security to recover unpaid services. You should direct any questions about this or the statutes to your attorney.

Understanding Contract Language - Workshop

Penny Knoll was the speaker for this class. She instructed the class about the verbiage used in the standard contracts from AGC and AIA and what language to look at that warrants more description/attention.

Recommendations:

- A contract should be entered into and performed with an awareness and understanding of principles of contract interpretation.
- A contract should be written in ink, preferably blue ink. "The faintest ink is better than the strongest memory."
- A contract should fully allocate risk between parties for the entire contract. Remember: You should never take on any form of risk if you can not financially afford to lose money.
- Important contract terms should be clearly defined.
- A contract should include an order-of-precedence clause.
- Read the contract completely before signing otherwise you are signing a BLANK check.

Very broad, ambiguous terms in a contract that need further defining by the parties include Mutual Trust, Good Faith, Fair Dealing, Harmony, Cooperation, Reasonable Cause, Unfit or Unskilled, Workmanlike Manner, Expeditious Execution, Satisfactory and Proper Installation, Good Quality, Normal Wear and Tear, Defective Work, Reasonable Manner, Now or In the

Future (Hazardous Materials), Timely Manner, Equitably Adjust, In Reasonable Detail, Causes Beyond Control, Mitigate, Expediently and In Good Faith, Change Order, Timely Fashion, Including But Not Limited, Including Without Limitation.

If the schedule is attached to the contract, it becomes legally binding.

Don't cross out and initial changes on a contract. Instead include the contract clause and change in the special provisions of the contract. (Be careful not to change the contract scope with initialed changes).

Substantial Completion is defined at the time when the space can be occupied; usually the warranty starts and the owner's (not contractor's) insurance is now in place.

Penny's recommended books for contractors to read are:

- Common Sense Construction Law - The Practical Guide for The Construction Professional, Smith, Currie & Hancock's
- Construction Dictionary, The National Association of Women in Construction
- Legal Aspects of Architecture, Engineering and the Construction Process, Justin Sweet, Brooks/Cole Publishing Company
- Quality Management, David L. Goetsch and Stanley B. Davis



Good Ethics is Good Business—Workshop

Roger Kruckenberg , as key speaker, provided excellent information for contractors to consider for conducting business in an ethical manner.

Ethics and Character means learning to make ethical decisions based on a model that facilitates behavior contributing to the common good.

Four questions to ask to determine ethical solution to any situation:

- What is my motive in doing this act? (My Intentions)
- What is the applicable law or policy governing this act?
- What are the possible consequences of my actions?
- What are my moral principles regarding this act?

Become a person of character and integrity - that means narrowing the gap between what you say and what you do. Say what you mean, do what you say, and when you don't,

admit it. It also means increasing your concern for the well-being of others as well as yourself.

Test if your action is ethical

Morning-After Test: How will you feel about this behavior tomorrow morning?

Front-Page Test: How would you like to see this behavior written up on the front page of your hometown newspaper?

Mirror Test: How will you feel about this behavior when you look in the mirror?

Role Reversal Test: How would you feel about being on the receiving end of this behavior?

Common Sense Test: What does everyday common sense say about this behavior?

How to Win the Fight! Change Orders & Claims

Anwar Hafeez was the speaker for this class sponsored by the American Subcontractors Association of Montana. Here is some information that was covered in this class.

Prepare your own schedule and give it to the prime contractor to have some basis for claim. Successful Building Blocks for a successful claim - well prepared schedules, detailed and thorough documentation, good cost accounting system, timely requests for change orders, time extensions, relentless follow-up, proper pricing & negotiating, understanding of rules and procedures.

Anwar provided examples of a cost coding system where you track bid line items, actual cost of line items, and variance. This system is updated every week to show project costs.

Change orders should be tracked separately from this system. Paste addendums/amendments to specs/drawings. Make sure you know what documents have precedence on the project (for MDT projects Question & Answer Forum has top ranking). Get change order rates at the beginning of the project. Five project logs to keep: Master Submittal Log; Request for Information; Change Order Log; Back-charges Log; Letter Log. Master Submittal Log will identify show stoppers (quality control and safety plans, permits); identify long lead-time items, protest design delays in writing.

The Daily Report tracks crew movement, change of work, interruptions/delays (include pictures of delay), segregate labor/materials/equipment, segregate

contract work and change work, specify exact location of work, identify problems. Court tends to give more credence to this well-documented report.

If architect states "use your own interpretation" - get it in writing. Here is my interpretation of the specifications, do you agree?

When you hit Differing Site Conditions - Know definition, Stop work, must give written notice (prompt discovery and before conditions are disturbed), and seek written direction.



2005 Assistance Business Clinics

The clinics are geared to new and established employer/ business owners to give valuable up-to-date information regarding tax rules & laws (withholding & reporting), tax credits, personnel issues and services available at your local Workforce Centers.

Dept. of Labor & Industry

Wage & Hour, Human Rights, Unemployment Insurance Benefits, Unemployment Insurance Tax

Job Service

Employer Tax Credits, Customized Human Resource Assistant

Dept. of Revenue

Withholding Tax

City	Contact		Date
Kalispell	Chamber of Commerce	406-758-2800	10-May
T. Falls	Job Service	406-827-3472	11-May
Helena	Chamber of Commerce	406-447-1941	25-May
Dillon	Job Service	406-683-4259	7-Jun
Bozeman	Chamber of Commerce	406-586-5421	8-Jun

* Higher prices indicated are for participants that are not current chamber members and ** are for 2 or more attending participants.

DEQ Small Business Assistance

Environmental Management Workshops Planned

Two workshops on developing and implementing an Environmental Management System (EMS) is being offered by the Montana Manufacturing Center (MMEC) in partnership with the Montana Department of Environmental Quality (DEQ).

- June 7th
Billings Hotel & Convention Center
- June 9th
Missoula at the Grant Creek Inn

Participants will learn more about planning for sustainability, the assessment process and details associated with implementation that can use your organization's existing environmental system. Registration fee is \$30 and includes lunch. Online registration will be available at www.mtnmanufacturingcenter.com. Please contact Bonnie Rouse (DEQ) with any questions you may have at brouse@mt.gov or 1-800-433-8773.

MDT HIGHWAY CONSTRUCTION PROJECTS

Invitation for Bids, Letting of May 26, 2005

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1. **Meriwether – East & Alkali Lake Wetland Mitigation - Federal Aid Project No. NH-NHTSA 1-3(36)234 F & STPX-NH 37(26)** - Grading, gravel, CTB, surfacing, drainage and fencing on 21.3 kilometers on the Meriwether – East project on US 2, in Glacier County. **MANDATORY PRE-BID CONFERENCE**. The Disadvantaged Business Enterprises' contract goals are 3.0%.
2. **Clagett Hill - Federal Aid Project No. MT 236-1(10)44** - Grading, gravel surfacing in Fergus County. The Disadvantaged Business Enterprises' contract goals are 1.5%.
3. **East of Hardin – East & 9 km South of St. Xavier – South - Federal Aid Project Nos. STPS 384-1(19)13 & SFCS 313-1(14)29** - SFCS 313-1(14)29 – Plant mix bituminous surfacing, seal and cover, and bridge rail revision and deck membrane South project in Big Horn County. **MANDATORY PRE-BID CONFERENCE**. The Disadvantaged Business Enterprises' contract goals are 0.0%.
4. **Lockwood to Johnson Ln. - Federal Aid Project No. STPX 56931(2)** - Cold milling, plant-mix bituminous surfacing, seal & cover, and pavement markings. The entire project is located within the Billings Urban Limits in Yellowstone County. The Disadvantaged Business Enterprises' contract goals are 0.0%.
5. **2001 – D1 – Electrical - Federal Aid Project No. STPHS 0002(758)** - 2001-D1-Electrical consists of the installation and/or upgrade of flashing beacons and luminaries. The Disadvantaged Business Enterprises' contract goals are 0.0%.

Make Your Workplace Safer !

Article provided by Diane Ruff—Associated Employers of Montana (AEM)

The first or direct-line supervisor manages the day-to-day operation of a company. Employees quickly learn what actions make their supervisor happy. The importance of a safety program and the prevailing attitude about safety policies and procedures is directly related to the supervisor's approach and level of importance given to safety issues. Supervisors truly set the tone for any safety program.

Consider the following five things you could do to improve safety for your company:

1. Supervisors need to lead the safety program by setting the example. There is an old saying that safety is caught, not taught. Let your employees see your safety attitude in action.
2. Learn how to preplan for safety by performing hazard assessments on routine and non-routine tasks. Assess the hazards of a work operation before workers perform that activity. Ask yourself, "What could go wrong and how can we prevent it?"
3. Catch an employee doing something right. It is so easy to catch someone doing something wrong. Instead, use

positive reinforcement by pointing out employees demonstrating a correct, safe action that protects themselves and their coworkers.

4. Investigate all accidents. Make your employees aware that you need to know about near misses and first aid cases, as well as recordable injuries, restricted duty, and lost time accidents. Educate employees that the investigation is for fact finding not fault finding, with goal of preventing it from happening again.
5. Talk to your employees to find out if their minds are focused on the job or if they are distracted by either work problems or personal issues. Many accidents are caused when an employee is present in body only, while their mind has drifted somewhere else.

Remember, as a supervisor or manager, you are responsible for the safety conditions and safety attitude in your workplace. Make it part of your everyday routine and see how your actions impact the actions and attitudes of your employees.



More MT Contracting Opportunities

Anita Dam Reconstruction, Blaine County, Bid Due Date: May 13, 2005, Bureau of Land Management, 406-896-5196

AWARE Inc. Transit Project, Butte, MT, Construction and Related Improvements at Project Site in Butte, Bid Due Date: May 26, 2005, Pre-Bid Conference is May 19, 2005. Copy of Plans are available at Walter Hinick & Associates, 406-782-4616, Contact Michael O'Neill 406-449-3120 ext 11 for further information.

Call When Needed Heavy Equipment, 055570 CWS, Department of Natural Resources and Conservation, Bid Due Date: June 1, 2005, <http://www.discoveringmontana.com/doa/gsd/osbs/default.asp>

Cilly Bridge Replacement, Department of Natural Resources and Conservation, Bid Due Date: May 25, 2005, <http://www.discoveringmontana.com/doa/gsd/osbs/default.asp>

Dawson Community Airport - Fencing, Bid Due Date: May 12, 2005, Morrison-Maierle, 406-442-3050, Construction of animal control fence, chain link fence, and modify chain link fence.

Dawson Community Airport - Fuel Modification, Bid Due Date: May 12, 2005, Morrison-Maierle, 406-442-3050, Modify existing gas fuel facility.

Eureka Airport, Bid Due Date: May 18, 2005, Morrison-Maierle, 406-442-3050, Gas Fuel System, Weather Station Electrical Installation.

Libby Creek Lower Cleveland Project, IFB05-1110P, Montana Fish, Wildlife & Parks, Bid Due Date: May 19, 2005, Excavation of Creek Channel, <http://www.discoveringmontana.com/doa/gsd/osbs/default.asp>

Park Lake Improvements Project, Bid Due Date: May 26, 2005, Hydrometrics, Inc. 406-443-4150, Replacement of existing spillway pipe, grade existing spillway, erosion control cut-off wall and rip rap, reconstruction existing dam embankment.

Request for Proposal - Siyeh Development Corporation for the construction of a new 15,000 sq ft casino building on the Blackfeet reservation. Bid Due Date: May 25, 2005, Smokey Plummer 406-338-5660 Ext 108

Shelby Airport Improvement, AIP 3-30-0069-007-2005, Toole County, Bid Due Date: May 20, 2005, Building Construction, Asphalt Pavement Repair, Robert Peccia 406-447-5000

Smith River-Dam Rehabilitation, Meagher County, Bid Due Date: May 12, 2005, MT Dept of Natural Resources and Conservation, HKM Engineering, 406-656-6399

Spring Meadow State Park Landscaping Project, Bid Due Date: May 19, 2005, Montana Fish, Wildlife & Parks, 406-841-4005

Stillwater Excavating, 055510CSW, Department of Natural Resources and Conservation, Bid Due Date: May 25, 2005. <http://www.discoveringmontana.com/doa/gsd/osbs/default.asp>

Street Improvements, Glasgow, MT, Bid Date: May 16, 2005, City Clerk, Glasgow, 406-228-2476

NOW AVAILABLE

Montana DNRC Permitting Guide

A useful guide for contractors to help with applying and understanding environmental permitting for construction projects. To view the guide go to

<http://www.dnrc.mt.gov/cardd/strmpmt/stream.htm> or contact the DBE Supportive Services Office for a copy at 800-883-5811 or earterburn@mt.gov



PERMITTING TIPS

HOW TO USE A GUIDE TO STREAM PERMITTING IN MONTANA

- A. MONTANA NATURAL STREAMBED AND LAND PRESERVATION ACT (310 Permit)
- B. MONTANA STREAM PROTECTION ACT (SPA 124 Permit)
- C. MONTANA FLOODPLAIN AND FLOODWAY MANAGEMENT ACT
- D. FEDERAL CLEAN WATER ACT (404 Permit)
- E. PROFOUND RIVERS AND HARBOURS ACT (Section 10 Permit)
- F. SHORT-TERM WATER QUALITY STANDARD FOR TURBIDITY (318 Authorization)
- G. MONTANA LAND-USE LICENSE OR EASEMENT ON NAVIGABLE WATERS
- H. MONTANA WATER USE ACT (Water Rights/Change Authorizations)
- I. MONTANA WATER USE ACT (Water Reservations)
- J. STORM WATER DISCHARGE PERMIT AUTHORIZATION
- K. STREAMSIDE MANAGEMENT ZONE LAW
- L. OTHER LAWS THAT MAY APPLY

CREDITS

QUOTE OF THE MONTH

"The most important single ingredient in the formula of success is knowing how to get along with people." Theodore Roosevelt

MDT Civil Rights Bureau

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DBE Supportive Services, Civil Rights Bureau
Montana Department of Transportation
PO Box 201001
Helena, MT 59620-1001



JIM KAMMERER
MONTANA STATE LIBRARY

**Drive slow.
Think fast.**



Inside this issue:

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Volume 5, Issue 6

Promoting the growth of Disadvantaged Business in Montana

June 2005

UPCOMING TRAINING

Employee or Independent Contractor? Join a Expert Panel Discussion

June 23, 2005 — MDT Auditorium, Helena — 1:00 pm- 4:00 pm

Learn the Definition of Independent Contractor, Independent Contractor Exemption, Understanding Potential Issues, Changes to Independent Contractor rules and procedures. Invited speakers are: Maggie Connor, MT Dept of Labor & Industry; Curt Larsen, Montana State Fund; and Larry Jones, Liberty Northwest Insurance. **No Charge.** Please RSVP-Elaine Arterburn 800-883-5811 or earterburn@mt.gov. Sponsored by MDT DBE Supportive Services office and Montana Contractors' Association. If you need special accommodations please call Elaine.

Request for Statement of Qualifications For MDT Consultant Pre-Qualification Roster

Only firms not currently on the 2004 pre-qualification roster or firms that experienced significant changes since submitting their 2004 SOQ are allowed to submit. Go to <http://www.discoveringmontana.com/doa/gsd/osbs/Detail.asp?SolidNum=1489> or call DBE Supportive Services Office for more information. Categories of Service include Comprehensive Roadway Design, Bridges & Structures, Geotechnical & Materials, Traffic & Safety Engineering, Hydraulics & Hydrology, Right of Way Appraisal & Acquisition, Environmental & Corridor Studies, Construction Administration, Land Survey.

ATTENTION PRIME BIDDERS !

MDT will offer on-line bidding using Bid Express to prime bidders for MDT Highway Construction projects starting with the July 21,2005 bid letting. The use of on-line bidding is optional and bids can still be submitted using a hard copy bid produced from Expedite electronic bidding software. Training on the use of Bid Express has taken place and it is anticipated that training will be offered again in approximately 6 months using an Internet training session. Training in the use of Bid Express and the required digital ID's and electronic bid bonds is highly recommended before using on-line bidding.

For further questions about on-line bidding or any MDT bidding questions, contact Chris Clearman at (406) 444-6213 or cclearman@mt.gov.

Montana Department of Transportation DBE Participation



7.74% Yearly Goal

6.00% Current DBE Participation
(Commitment/Award)

Way to Go



Administrators and consulting firms for Montana airports have done a tremendous job of partnering with the DBE Supportive Services office to build a strong and credible DBE program in Montana. Many of the firms have sent airport project bid advertisements to the office and included bid language to encourage contractors to request quotes from DBE companies.

This is a great example of encouraging DBE participation. **THANK YOU!!**

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MONTANA DBE COMPANY MONTHLY UPDATE**Newly Certified DBE Companies**

Action Print	Billings, MT	Printing services
Airport Gifts	Billings, MT	Airport Concessionaire
Dunmore Aggregate, L.L.C.	Hardin, MT	Crushed rock/gravel/sand (Supplier)
Infrastructure Engineers, Inc.	Saint Cloud, FL	Engineering NEC
Menth Excavating	East Helena, MT	Construction, Demolition, Excavating, Fencing, Grading, Seeding, Sewer/Water Systems

Re-Certified DBE Companies

Economy Excavating & Landscaping	Missoula, MT	Grading, Irrigation, Seeding, Sewer/Water Systems
Lapke Construction, LLC	Simms, MT	Concrete Work
Northwest Archaeological Associates, Inc.	Seattle, WA	Analysis/Research/Studies (Tech/Prof)
Promark, Inc.	Lolo, MT	Crack Sealing/Paving/Seal Coating, Painting, Striping
Rockin JL Specialties	Saco, MT	Fencing, Seeding, Specialty Trades



Jim Phillips - MDT Civil Rights
S&K Heavy Equipment Operator Class



Bonnie Sedita - MDT Missoula District
S&K Heavy Equipment Operator Class

As Read MDT Bid Letting Results**May 26, 2005**

Project No.	Prime Contractor	Low Bid	DBE Participation	
			\$ Amount	%
NH-NHTSA 1-3(36)234F - Meriwether	SK Construction, Inc.	\$ 13,980,596	\$ 648,410	4.64%
East STPX-NH-37(26) Alkali Lake Wetland Mitigation				
MT 236-1(10)44 Clagett Hill	M K Weeden Construction, Inc.	\$ 2,832,553	\$ 152,714	5.39%
STPS 384-1(19)13 East of Hardin - East	Riverside Contracting, Inc.	\$ 3,036,736		
SFCS 313-1(14)29 9 KM South of St. Xavier-South				
STPX 56931(2) Lockwood to Johnson Lane	JTL Group, Inc. - Billings	\$ 338,888		
STPHS 0002(758) 2001-D1-Electrical	Montana Lines, Inc.	\$ 53,011	\$ 53,011	100.00%
Total of all Federal-aid Projects for May 26, 2005 MDT Bid Letting		\$ 20,241,784	\$ 854,135	4.22%

MONTANA BUSINESS TRAINING WEB SITES

Montana Business Connections

University of Montana web site lists a variety of business training throughout the state:

<http://www.mbc.umt.edu/Calendar/default.asp>

MT Small Business Development Center's web site lists training for the entire state:

http://commerce.state.mt.us/BRD_SBDC_Cal_June.asp

These web sites have calendars listing business training in the state.

The DBE Supportive Services web site has links to these training calendars as well as calendars for Safety Bureau, SBA, and MBIA.

CORRECTION

May's DBE Newsletter—TERO officer for Northern Cheyenne Tribe is Eugene Limpy

Phone: (406) 477-6505 or 477-6287

Fax: (406) 477-8510

nctero1@rangeweb.net

WORKSHOP

Presented by American Subcontractors Association, CFMA, MCA, AND AGC



Increase Your Profits on Change Orders & Claims Workshop for contractors to learn about change order and claim types and procedures, pricing & negotiating, winning spec conflicts, when not to sign a change order, and more.

- June 8 Billings
- June 9 Great Falls
- June 10 Missoula

\$135 for non-members. Instructor is Anwar Hafeez - 30 years of experience as a contractor. Call 406-443-8514 Carl Schweitzer to register or request accommodations. DBE Supportive Services Office (800-883-5811) has the registration form and flyer available.

Celebrate Lewis & Clark Expedition 200th Year Celebration

Every day between June 1 to July 4, 2005 there are numerous fun activities for the family to enjoy the spirit of Lewis & Clark Expedition in the Great Falls area. Take a float trip on the Missouri River; enjoy the music of old-time fiddlers or Indian musicians; listen to Indian legends; experience camp life; lunch with the Corps on the riverbanks; watch parades and firework shows; enjoy old-style cooking; or take a tour and learn about the expedition and local geography. Here is a great web site that lists all the activities for each day

<http://www.explorethebigsky.org/>



Beartooth Highway Mudslide Images

The Montana Department of Transportation has images of the Beartooth Highway (Hwy 212 from Cooke City to Red Lodge) available online at www.mdt.mt.gov.



Culvert Emergency Repair Project

(Interview with Ray Mengel, MDT Glendive District)

On April 21, 2005, the pipe below the westbound lane of Highway I-94 5 miles northeast of Fallon collapsed. The lane was closed to traffic. Contractors Prince, Century Companies, Omo Construction, Fisher Sand & Gravel and Arrow Striping worked over the next two days to build crossovers to divert the traffic to the eastbound lane creating a temporary two-way road. Century Companies was awarded the project for \$679,140 and started working on the project on May 23, 2005 to install a new culvert. Work is proposed to be completed mid July.



Be Careful Out There on Montana Roads

Road Safety Facts

Motor vehicle crashes are the leading cause of death among Americans 1-34 years old.

According to the U.S. Department of Transportation, the total societal cost of crashes exceeds \$230 billion annually.



In 2003, almost 3 million people were injured and 42,643 people died on our nation's roads. The number of annual roadway fatalities has remained virtually unchanged (40,000-42,000) for the past ten years, but now there is an upward trend.

Of the 42,643 road way fatalities:

- ✓ 25,321 road departure fatalities (59%)
- ✓ 9,213 intersection fatalities (21%)
- ✓ 4,749 pedestrian fatalities (11%)



The FHWA Safety Programs focuses on high risk areas, such as road departure, intersections and pedestrian safety, in order to make the biggest difference in improving traffic safety. FHWA goals to improve road safety are:

- **Road Departure Fatalities:** Reduce run-off-the-road, head-on and opposite direction side-swipe crashes by 10% by 2007.
Save 2,514 lives.
 - ✓ Preventing road departure fatalities from occurring
 - ✓ Minimizing the severity of road departure crashes
- **Intersection Fatalities:** Reduce by 10% by 2007. Save 921 lives.
- **Pedestrian Fatalities:** Reduce by 10% by 2007.
Save 475 lives.
- **Safety Belt Use:** Raise seat belt use to 90% by 2008. Save 5,536 lives.
- **Safety Awareness:** FHWA is working to make sure that safety is an integral part of planning, project development and operations at the state, MPO and local levels.



For more information, go to FHWA road safety web site at: <http://www.safety.fhwa.dot.gov/>

MDT HIGHWAY CONSTRUCTION PROJECTS

Invitation for Bids, Letting of June 23, 2005

Sealed bids on the following projects will be received by the Montana Department of Transportation-Highways Division, Contract Plans Bureau, Room 101, 2701 Prospect, Helena, Montana until 9:00 a.m. on June 23, 2005, the bids will be publicly opened and read thereafter at 10:00 a.m. in the Department's auditorium.

1. **No. Meridian - Three Mile to Idaho - Kalispell, No. Meridian - US 93 to Three Mile - Kalispell & No. Meridian Lighting & Signal Federal Aid Project Nos. STPU 6701(7), STPU 6701(8) & STPU 6701(9) STPU 6701(7), North Meridian – Grading, gravel surfacing, plant mix bituminous surfacing, seal and cover, storm drain, water main and water line, sanitary sewer, sidewalk, curb and gutter, signing and signals. MANDATORY PRE-BID CONFERENCE. The Disadvantaged Business Enterprises' contract goals are 4.0%.**
2. **1999 – Signal Upgrade – Butte & 2002 – Turnbays – Butte – Federal Aid Project Nos. CM 1899(13) & STPHS 1805 (15). Traffic signal upgrade, surfacing, sidewalks & curb, signing and pavement markings within the city limits of Butte in Silver Bow County. The Disadvantaged Business Enterprises' contract goals are 0.0%.**
3. **Albion – North & South (Phase II) – Federal Aid Project No. PLH 323-1(23)51. Gravel, plant mix surfacing, seal and cover on the Albion – North & South (Phase II) project in Carter County. The Disadvantaged Business Enterprises' contract goals are 3.0%.**
4. **Holmes – Harrison to Rowe – Butte. State Project No. SFCU 1820(1). Cold milling, plant mix bituminous surfacing, storm drain, sidewalk, seal and cover, and striping on 0.8 miles on the Holmes – Harrison to Rowe – Butte project in the City of Butte in Silver Bow County. This contract does not contain goals for Disadvantaged Business Enterprises.**
5. **US 93 Signals – Hamilton (Phase II) – State Project No. SFCN 7-1(103)48. Installation of new traffic signals, curb/gutter/sidewalk, seal coat and pavement markings on the US 93 Signals – Hamilton (Phase II) project within the City of Hamilton in Ravalli County. This contract does not contain goals for Disadvantaged Business Enterprises.**
6. **Signal – Junction MT 83 – Federal Aid Project No. STPP 52-2(31)34. Signals, signing and pavement markings on the Signal – Junction MT 83 project in Flathead County. The Disadvantaged Business Enterprises' contract goals are 0.0%.**

MT CONTRACTING OPPORTUNITIES

Medicine Lake Headquarters Parking Area, DTFH70-05-B-00004, Bid Due Date: June 24, 2005, FHWA Western Federal Lands Highway Division, Grading, Concrete Pavement, Surveying, Traffic Control, Excavation. Estimated Price Range is \$500,000 to \$1,000,000 360-619-7520.<http://www1.eps.gov/spg/DOT/FHWA/WFL/DTFH70%2D05%2DB%2D00004/listing.html>

Nasukoin Mountain Trail #375 on the Flathead National Forest, AG-0385-S-05-0007, Bid Due Date: July 12, 2005, Trail Construction, Clearing, Grubbing, Retaining Wall, Rock Blasting. Debby Wesselius, 406-758-5314,
<http://www1.eps.gov/spg/USDA/FS/0385/AG%2D0385%2DS%2D05%2D0007/listing.html>

Wheeler Creek Trail #64, AG-0385-S-05-0006, Bid Due Date: July 6, 2005, Flathead National Forest, Estimated Price Range is \$25,000 to \$100,000. Debby Wesselius, 406-758-5314,
<http://www1.eps.gov/spg/USDA/FS/0385/AG%2D0385%2DS%2D05%2D0006/listing.html>

Indefinite Delivery Indefinite Quantity Contract, Going to the Sun Road, Glacier NP, MT, DTFH70-05-R-00002, Bid Due Date: July 31, 2005, FHWA Western Federal Lands, Rehabilitation of the Going to the Sun Road over a period of 2 years to include general road construction of grading, drainage, paving, concrete pavement and traffic control with specialty work of retaining walls, rock sculpting, bolting, drilling, and scaling. IDIQ maximum order amount is \$140,000,000. Michael Johnson 360-619-7521
<http://www1.eps.gov/spg/DOT/FHWA/WFL/DTFH70%2D05%2DR%2D00002/listing.html>

Miles City Airport – Crack Sealing, Sealing, Painting, Excavation, Paving, Seeding, Fencing, and Traffic Control, Miles City Airport – Distance Remaining Signs, Safety Equipment, Electrical Duct, Signs, Traffic Control, Mile City Airport Improvement Project, All Project Bid Due Dates are June 21, 2005, Overhead Doors, Traffic Control, Sheetrock Panel, Kadrmas, Lee & Jackson, 701-355-8400

Cascade Subdivision Phase 5 & White Butte Road, Water & Sewer Improvements, Big Sky, MT, Bid Due Date: June 9, 2005, Gaston Engineering & Surveying, 406-586-0588

MORE MT CONTRACTING OPPORTUNITIES—continued

Gerald D. Underwood Water Treatment Facility, Billings, MT, Bid Due Date: June 28, 2005, Paving, Demolition, Fencing, Pipe Work, Landscaping, and Electrical Ductbanks.

Malta Airport Improvements, Bid Due Date: June 9, 2005, Kadrmas, Lee & Jackson, 701-355-8400

2005 Castle Rock Park Sidewalk Improvements, Billings, MT, Bid Due Date: June 14th <http://ci.billings.mt.us/Online/rfp.php>

Gerald D. Underwood Water Treatment Facility Filter Building Expansion and Improvements, Billings, Montana, Bid Due Date: June 28, 2005 <http://ci.billings.mt.us/Online/rfp.php>

Airport Terminal Kitchen Floor Replacement for Billings Logan International Airport, Billings, Montana, Bid Due Date: June 14, 2005. <http://ci.billings.mt.us/Online/rfp.php>

Lower Level Airport Terminal Restroom Upgrades for Billings Logan International Airport, Billings, Montana, Bid Due Date: June 14, 2005. <http://ci.billings.mt.us/Online/rfp.php>

Gold Dust Drainage Billings, MT Bid Due Date: June 28th <http://ci.billings.mt.us/Online/rfp.php>

**Wilson Coulee Fence ELQ050127, Geraldine, MT, Bureau of Land Management Lewistown Field Office, 406-538-7461
<http://www1.eps.gov/spg/DOI/BLM/MT/ELQ050127/listing.html>**

**Reconditioning of Road Nos. 115 & 589 on the Flathead National Forest, AG-0385-S-05-0004, Bid Due Date: June 22, 2005, Culverts, Blading, Seeding. Debby Wesselius, 406-758-5314, Barbara Venturini, 406-758-5318,
<http://www1.eps.gov/spg/USDA/FS/0385/AG%2D0385%2DS%2D05%2D0004/listing.html>**

**Wood Lake Campground & Picnic Area Reconstruction, Augusta, MT, R1-15-5-01, Bid Due Date: June 28, 2005, Campground Units, Tables, Fire Rings, Pads, New Trails, Estimated project range is \$100,000 to \$250,000. Jan Wenaas, 406-791-7717
<http://www1.eps.gov/spg/USDA/FS/03K0/R1%2D15%2D5%2D01/listing.html>**

**Down South Pits & Reservoirs, ESQ050026, Carter County, MT, Bid Due Date: June 24, 2005, BLM Miles City Office, Construct eight pits and one reservoir, Estimated Project range is \$25,000 to \$100,000. Charlene Gunther, 406-896-5195,
<http://www1.eps.gov/spg/DOI/BLM/MT/ESQ050026/listing.html>**

Fourchette Creek Road, Malta, MT, DTFH70-05-B-0006, Bid Due Date: June 9, 2005, FHWA Western Federal Lands, Roadway Reconditioning, Erosion Control Repair, Surveying, Traffic Control, Dust Control, Excavation. Estimated Price Range is \$250,000 to \$500,00. 360-619-7520 <http://www1.eps.gov/spg/DOF/FHWA/WFL/DTFH70%2D05%2DB%2D00006/listing.html>



MDT Polson East Project—Riverside Contracting

The Quote of the Month

"Do, or do not. There is no 'try'." - Yoda ('The Empire Strikes Back')

MDT Civil Rights Bureau

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Inside this issue:

Upcoming Training, Request for Statement of Qualifications For MDT Consultant Pre-Qualification Roster, Attention Prime Bidders, Way To Go, Montana DOT DBE Participation 1

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Montana Department of Transportation
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THE DBE NEWSLETTER

MONTANA DEPARTMENT OF TRANSPORTATION

Published Monthly by DBE Supportive Services

Volume 5, Issue 7

Promoting the growth of Disadvantaged Business in Montana

July 2005

EEO SUBMISSIONS AND SPECIAL FUEL USER PERMIT

EEO Submissions and Special Fuel User Permit are two major areas that prevent contractors from starting work on a MDT projects:

1. EEO Submissions—All contractors (prime and subs) must have EEO submittals approved by the Civil Rights Bureau each year prior to any contract related work being performed on any MDT project. Forms are available online at <http://www.mdt.state.mt.us/civilrights/unique/eeo.shtml> or call Trudy Eaton at 406-444-6331. The process takes approximately 15-30 minutes to complete the forms and the Civil Rights office will send you an approval in approximately 24 hours. To make this process simple for you—save your EEO Submission Word documents and then just change the date, print the forms, sign and send

these EEO submission forms by January 2006 to the Civil Rights Office and be ready to work on MDT projects for the that year.

2. Special Fuel User Permit—All contractors (prime and subs) must have a special fuel user permit approved by the Motor Carrier Services before starting work on any MDT project. An application must be completed and submitted along with a \$5,000 bond. The form takes approximately 15-30 minutes to complete. The approval process (if paperwork is complete) is approximately 2-3 days. Please call 406-444-6130 for the forms.

The DBE Supportive Services office is also available for assistance. Call Rebecca or Elaine at 800-883-5811.

LOOK WHAT'S HAPPENING

July 21, 2005 Bid Letting

Due to the uncertainty of the status of the Transportation Bill the July letting is in jeopardy. If a new bill or an extension of the existing bill with additional obligation authority is not authorized by the time the Question and Answer Forum for the July letting closes, the letting will be cancelled.

The Q&A Forum for the July letting closes Friday July 15, 2005 at

10:00 am.— Keep a watch on the MDT Question and Answer Forum for updates.

July 25, 2005 New MDT Web Page Look

The new MDT web page format and address will go into effect. The format is more service (function) oriented. In general, businesses will go to a section called Doing Business and then click on

Contracting/Consulting with MDT. You will find information from Contractor System Page, Consultant Design, Civil Rights, Purchasing, Design Build and Environmental on this page. New additions are FAQ section, index, reports/forms section, etc. The new address for the web site is www.mdt.mt.gov.

Please call DBE Supportive Services for assistance at 800-883-5811.

Way to Go



For MDT June 23, 2005 highway construction bid letting, recognition of the following contractors with DBE participation over the yearly DBE goal.



Nelcon, Inc.

Scott Construction

Northern Improvement

Montana Lines, Inc.

STPU 6701(7), (18), (9) - N Meridian US93

8.79%

CM 1899(13) STPHS 1805(15)

60.00%

Signal Upgrade & Turn Bays -Butte

7.61%

PLH 323-1(23)51 - Albion - N & S (Phase II)

100.00%

STPP 52-2(31), (34) Signal - JCT MT 83

MDT DBE Participation

7.74% Yearly Goal



6.54% Current DBE Participation (Commitment/Award)



3 0864 1003 3769 3

MONTANA DBE COMPANY MONTHLY UPDATE

Newly Certified DBE Companies

None

Re-Certified DBE Companies

Boundary Construction, Inc.	Kathleen Wagnild	Lewistown, MT	Fencing, Clearing, Grubbing
Indian Country Environmental Associates	Gabriel A. Renville	Browning, MT	Environmental Consultant, Environmental Assessments— Brownfields Work

ELECTRONIC BIDDING STARTS WITH JULY BID LETTING

Bid Express is now available for prime bidders to bid MDT construction projects electronically. Prime bidders will still have the opportunity to use Bid Expedite to submit their bids - there are no plans to drop this option.

If you plan to bid as prime using Bid Express - give yourself time to get it set up before

bidding. You will need to get a digital ID (approximately \$100 setup fee plus \$35/month maintenance fee associated with this service). Also you will have to set up an electronic bond to be submitted along with your bid. Training for Bid Express will be offered every six months.

WATCH THE NEWSLETTER FOR ANNOUNCEMENT

As Read MDT Bid Letting Results

June 23, 2005

Project No.	Prime Contractor	As Read Low Bid	DBE Participation	
			\$ Amount	%
STPU 6701(7) (18) (9) - N Meridian US93	Nelcon, Inc.	6,581,042.75	578,583.25	8.79%
CM 1899(13) Stphs 1805(15)	Scott Construction	1,409,247.17	845,548.30	60.00%
Signal Upgrade & Turn Bays—Butte				
PLH 323-1(23)51	Northern Improvement	2,701,359.04	205,695.00	7.61%
Albion - N & S (Phase II)				
SFCU 1820(1)	Hollow Contracting, Inc	283,869.80		
Holmes-Harrison to Rowe-Butte				
SFCN 7-1 (103)48	Montana Lines, Inc.	138,406.85		
US 93 Signals - Hamilton (Phase II)				
STPP 52-2(31)34	Montana Lines, Inc.	92,215.30	92,215.30	100.00%
Signal - JCT MT 83				
Federal Aid Projects Only for June 2005 MDT Bid Letting			10,783,864.26	1,722,041.85
All Projects for June 2005 MDT Bid Letting			11,206,140.91	1,722,041.85

DBE COMPANY SPOTLIGHT

Mueller Consulting Land Surveyors

The company is owned by Virginia Mueller, a licensed land surveyor. The company was started in 1975 and certified as a DBE company in 1981. The company currently has three employees - Virginia and Buzz Mueller and Steve Windle. Mueller Consulting offers a variety of services: construction layout; blue topping; and several survey services including engineering design, property boundary, control, and GPS surveying.



The company has worked on many federal and state-sponsored projects throughout the years. The crew works all over the state of Montana and has done some projects in Oregon. One notable project that Mueller Consulting surveyed was the Horseshoe Bend Water Treatment Facility in Butte, Montana – this was very challenging with several water tanks and roads.

Pictures were taken when Mueller Consulting was conducting survey work at the Helena Airport – expansion of the Army Aviation Support Facility. They are working with the prime contractor Swank Construction on this project.

Virginia's advice to other business owners is

"have a good time while you work - enjoy what you do."



Mueller Consulting Staff with Swank Project Supervisor (Helena Airport—June, 2005)

Mueller Consulting Land Survey
3820 Barrett Rd, Helena MT 59601
Phone: 406-499-8469 Fax: 406-0495-0310
Email: muellersurveyor@qwest.net

The Extension of TEA-21 Reauthorization will expire on June 30th!



The US Congress and President must either extend the current TEA-21 plan or approve the current SAFETEA transportation reauthorization bill to fund federal highway and transit programs through FY 2009. This measure represents the seventh extension of the federal highway and transit programs since TEA-21's September 30, 2003, expiration.

MISSOULA INTERNATIONAL AIRPORT



Bid Invitation for Site Preparation for Security Relocation Program including demolition, paving, drainage, marking and fencing and Main base building expansion. DBE Goal is 7.69% for this project. **Bid due date is July 19th** with a pre-bid meeting on July 7 at the Missoula International Airport Conference Room.

For additional information:

Contact VSA Engineering at 303-481-4261 and ask for Don Schroeder.

PUBLIC NOTICE

MONTANA FEDERAL TRANSIT AUTHORITY (FTA) DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION GOAL

Notice is hereby given that the Montana Department of Transportation has submitted to the Federal Transit Authority (FTA) for a Disadvantaged Business Enterprise Program Goal of 1.19% (one point one nine percent) for Fiscal Year 2005. MDT expects to meet the DBE goal by achieving 0.89% via race neutral means and 0.30% via race conscious continued on page 6

Real People die in the work zone. When this tragedy happens the loss goes on for years. This is what one loss costs family, friends, and society.



34 years of lost Life

34 years for Adam and Alex to be without a dad



408 lost fishing trips



34 years for Kim to be without a Husband



50 lost theater productions



5 years of lost great grand parenting



5000 hours of lost volunteerism



The average man lives 72 years. Dean only lived 38 years.



30 years of lost income



102 lost hunting trips



15 years of lost grand parenting



2 muscle cars that will never be built



62,400 hours of lost productivity



30 Family Vacations

07.13.2004

\$1.5 million in lost wages



MCA DBE Liaison Committee Meeting Summary

April 28, 2005 Summary and Issues of Discussion on June 23, 2005 Meeting

- Inform new contractors of the necessity to get EEO Submittals and Special Fuel User Permits done early so there is no delay in getting started on a MDT project due to these requirements not being made.
- Follow up on MDT blanket bid bond procedures.
- Inform subcontractors of prime bidders process for getting quote comparison and subcontract information.
- Discussion on possible impact of new bid express procedures to subcontractors bidding as prime; discussion of a subcontract/DBE feedback system; subcontractor line item price information; independent contractor panel discussion; and DBE goal methodology.

All contractors are encouraged to provide input and issues to the committee for their consideration. Please send your comments to Rebecca Johnson, 800-883-5811 or rejohnson@mt.gov

Thank you.



No one person can build a program alone!
Everyone needs to pitch in—Your input is needed!

DBE RULE CLARIFICATION

DBE Companies must lease equipment with great caution. If a DBE Company leases equipment from a prime contractor, there are several things to consider:

1. The DBE participation will not count toward the DBE goal.
2. Control of the DBE company could now be in question to keep certification.
3. Is this customary for subcontractors to lease equipment from prime contractor in this industry?
4. Does it compromise the independence of the DBE company to perform critical subcontract work?
5. Does the prime contractor lease equipment to other subcontractors or just this company?

Questions to ponder before deciding on this business practice as a certified DBE company.

The **DBE Rule Clarifications** will continue to be published in every issue of DBE Newsletter to assist in educating prime contractors and DBE companies of the rules regarding this program.

If you have further questions regarding DBE Rule Clarification, please contact Leslie Wootan, DBE Program Manager, at 406-444-6337.

Did You Know

What a Prime Bidder faces for the next few days after receiving announcement they are low bidder?

- Set up subcontractors - ensure they have all required permits/insurance
- Confirm subcontractor and supplier quotes/work schedule
- Pulling together all paperwork and proof of permits for contract
- Doing paperwork to get required permits (environmental)
- Acquiring required bonding and insurance
- Sending out subcontracts
- Developing schedules for project



It is best to call the prime contractors 2-3 days after the bid letting announcement (not the same day or next day) to learn if your company is being used as a subcontractor/supplier to allow prime bidder time to do the initial work as listed above. Prime contractor can then supply you with information regarding your quote.

(Information was provided by the MCA DBE Liaison Committee)

MDT HIGHWAY CONSTRUCTION PROJECTS Invitation for Bids, Letting of July 21, 2005

Sealed bids on the following projects will be received by the Montana Department of Transportation-Highways División, Contract Plans Bureau, Room 101, 2701 Prospect, Helena, Montana until 9:00 a.m. on July 21, 2005 the bids being publicly opened and read thereafter at 10:00 a.m. in the Department's auditorium. Bid proposals, plans, cross-sections, dirt runs & erosion control plans if available, and full instructions to bidders are on file for examination and may be obtained from the Contract Plans Bureau. These documents may be requested by FAX (406)444-7236, (see enclosed order form) by mail or by calling (406)444-6216, 6212, 6215 or TTY 444-7696

1 NASHUA - EAST & WEST - NH 1-9(39)555

Pavement pulverization, grading, gravel, PMBS, seal & cover, bridge replacements, guardrail, lighting, drainage, fencing and striping on 16.4 kilometers on the Nashua - East & West project on US 2 in Valley County. The project is mostly located within the Fort Peck Indian Reservation. **MANDATORY PRE-BID CONFERENCE.** The Disadvantaged Business Enterprises' contract goals are 2.5%.

2 PIPESTONE-WHITEHALL—IM 90-5(61)240

Cold milling, digouts, plant mix bituminous surfacing, guardrail and striping on 8.5 miles on the Pipestone—Whitehall project on Interstate 90, in Jefferson County. The project begins at about 8.6

miles west of the town of Whitehall (RP 240.0), extending east to about 0.1 miles west of the town of Whitehall (RP 248.6), beginning in Section 24, Township 2 North, Range 6 West. The Disadvantaged Business Enterprises' contract goals are 0.0%.

3 WEST LAUREL INTERCHANGE—IM-STPHS 90-8(154)433

Bridge rehabilitation and approach work on the West Laurel Interchange project in Yellowstone County. The project is located on Interstate 90 in the city of Laurel at the West Laurel Interchange (RP 433.0) and the Laurel Interchange. The Disadvantaged Business Enterprises' contract goals are 0.0%.

4 BNRR OVERPASS - TOLUCA—BR 9002(27)

Bridge replacement with an 87-meter pre-stressed concrete beam structure and approach road work on the BNRR Overpass - Toluca project in Big Horn County. The Disadvantaged Business Enterprises' contract goals are 0.0%.

5 2002 - FENCING - NE OF CRAIG—STPHS 15-4(106)239

Installation of wildlife fencing on the 2002-Fencing-NE of Craig project in Cascade and Lewis & Clark Counties along Interstate 15. The Disadvantaged Business Enterprises' contract goals are 0.0%.

MONTANA FTA DBE PARTICIPATION GOAL

continued from page 4

means this application is being filed in compliance with provisions of the Transportation Equity Act for the 21st Century, and regulations published in the Code of Federal Regulations, Section 49, Part 26.

Documents in support of this application are available for public examination at the Montana Department of Transportation Headquarters Building, 2701 Prospect Avenue, Helena, MT 59620, during regular business hours in the office of the Civil Rights Bureau until August 1, 2005.

Comments or inquiries may be sent to the Civil Rights Bureau, Montana Department of Transportation, P.O. Box 201001, Helena, MT 59620-1001. Email: lwootan@mt.gov

Missouri River—Craig Bridge Project

Morgen & Oswood Construction Company

Is that a BOAT?



MORE MT CONTRACTING OPPORTUNITIES

Beaver Creek Road Cleanup, Montana, ELQ 050133, Bureau of Land Management, Presolicitation for Hub Zone consideration, Cut Down Damaged Trees near Zortman, MT, Connie Sweeney, 406-538-7461,
<http://www2.eps.gov/spg/DOI/BLM/MT/ELQ050133/listing.html>

Blacktail Pall Trail Construction, AG-03H6-S-05-0022, Presolicitation, Bid Date: August 30, 2005, Helena National Forest, Clearing, Grubbing, Excavation, Retaining Walls and Switchbacks, Cindy Christophersen, 406-495-3719.
<http://www2.eps.gov/spg/USDA/FS/03H6/AG%2D03H6%2DS%2D05%2D0022/listing.html>

Consulting

5 year Transit Development Plan for Toole, Pondera, Glacier & Liberty counties. Due Date: July 18, 2005, City of Shelby, Mayor Larry Bonderud, 406-434-5222.

Target Market Study and Master Site Plan for Statewide Value Added Agricultural Commodity Processing Park, Review documents and participants to date, an analysis of Montana's economy, agricultural production, current infrastructure, 600-acre site, transportation and other factors. Due Date: July 30, 2005, John Kramer, Great Falls Development Authority, 406-454-1934.

Appraisal Services on the Crow Indian Reservation, Montana, NBCQ05453, US Dept of Interior, Amber Swenson, 303-969-5623, <http://www2.eps.gov/spg/DOI/OS/DAB/NBCQ05453/listing.html>

Little Salmon Bridge Construction, USDA Flathead National Forest, Bid Due Date: July 20, 2005, remove existing bridge, structural excavation, etc. Located in the Flathead River 62 miles south of the Hungry Horse Dam. Debby Wesselius, 406-758-5314.

Mann Gulch Trail Reconstruction and Maintenance, AG-03H6-05-0023, Presolicitation, Bid Due: August 30, 2005, Helena National Forest, Rock and log retaining walls, trail obliteration. Access by Holter Lake, Cindy Christophersen, 406-495-3719,
<http://www2.eps.gov/spg/USDA/FS/03H6/AG%2D03H6%2DS%2D05%2D0023/listing.html>

Nasukoin Mtn Trail #375, USDA Flathead National Forest, Bid Due Date: July 12, 2005, Clearing & Grubbing, excavation, switchbacks, waterbar, spillway, retaining wall. Located 28 miles northwest of Whitefish. Debby Wesselius, 406-758-5314.

Paint Stripe Roadways, I1435050128, Presolicitation, National Park Service, Glacier National Park, Bid Due Date: August 1, 2005, Paint Striping approximately 83.8 miles of paved roadway. Neil Brewster, 406-888-7870. <http://www2.eps.gov/spg/DOI/NPS/APC-IS/I1435050128/listing.html>

State of Montana Purchasing Page (for more project bid details) for the following opportunities:

<http://www.discoveringmontana.com/doa/gsd/osbs/default.asp>

307583, Demolition/Removal of State Owned Property at Arlee and St. Ignatius, MT Dept of Transportation, Bid Due Date: July 14th

307590, Teton Rest Area Maintenance, MT Dept of Transportation, Bid Due Date: August 4, 2005.

307572, Traffic Safety Media Campaigns, MT Dept of Transportation, Bid Due Date: August 3, 2005,

065000CSW, Stillwater Excavator, MT Dept of Natural Resources & Conservation, Bid Due Date: July 26, 2005

Travelers Rest Pedestrian Bridge Project, MT Fish, Wildlife & Parks, Bid Due Date: July 14, 2005, 406-841-4001.

Wheeler Creek Trail #64, Flathead National Forest, Bid Due Date: July 15, 2005, Located close to Kalispell, 406-758-5318.

The Quote of the Month

"People become really quite remarkable when they start thinking that they can do things. When they believe in themselves they have the first secret of success."

-- Norman Vincent Peale

MDT Civil Rights Bureau

Leslie Wootan, DBE Program Manager
lwootan@mt.gov (406) 444-6337

Rebecca L. Johnson, DBE Supportive Services Manager
rejohnson@mt.gov (800) 883-5811

Elaine Arterburn, DBE Supportive Services Assistant Manager, earterburn@mt.gov (800) 883-5811

Vicky Koch, Civil Rights Bureau Chief vkoch@mt.gov (406) 444-6335

Trudy Eaton, Civil Rights Bureau Administrative Asst. trueaton@mt.gov (406) 444-6331

Jim Phillips, EEO Compliance Specialist jamphillips@mt.gov (406) 444-6045

Bill Anderson, Title VI Compliance Specialist bianderson@mt.gov (406) 444-6334

Alice Flesch, ADA Coordinator aflesch@mt.gov (406) 444-9229

2701 Prospect Avenue/PO Box 201001, Helena, MT 59620-1001, (406) 444-6331, Fax (406) 444-7685 TTY (800) 335-7592 www.mdt.state.mt.us/civilrights/

250 copies of this public document were published and distributed at an estimated cost of 87 cents per copy for a total of \$217.50. MDT attempts to provide reasonable accommodations for any known disability that may interfere with a person participating in any service, program or activity of the Department. Alternative accessible formats will be provided upon request. TTY 800-335-7592



*DBE Supportive Services, Civil Rights Bureau
Montana Department of Transportation
PO Box 201001
Helena, MT 59620-1001*



Inside this issue:

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STATE DOCUMENTS COLLECTION

JUL 13 2005

MONTANA STATE LIBRARY
1515 E. 6th AVE.
HELENA, MONTANA 59620

JIM KAMMERER
MONTANA STATE LIBRARY



DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION GOAL

Notice is hereby given that the Montana Department of Transportation has submitted to the Montana Division of the Federal Highway Administration (FHWA) for a Disadvantaged Business Enterprise Program Goal of 5.11% (five point eleven percent) for Fiscal Year 2006. MDT expects to meet the DBE goal by achieving 3.83%(75%) via race neutral means and 1.28%(25%) via race conscious means. This application is being filed in compliance with provisions of the Transportation Equity Act for the 21st Century, and regulations

published in the Code of Federal Regulations, Section 49, Part 26. Documents in support of this application are available for public examination at the Montana Department of Transportation Headquarters Building, 2701 Prospect Avenue, Helena, MT 59620, during regular business hours in the office of the Civil Rights Bureau until September 16, 2005.

MDT attempts to provide reasonable accommodations for any known disability that may interfere with a person participating in any service, program or activity of the Department.

Alternative accessible formats will be provided upon request.

Comments or inquiries may be sent to:

Attn: Leslie Wootan
Civil Rights Bureau, Montana
Department of Transportation,
P.O. Box 201001,
Helena, MT 59620-1001.

Email: lwootan@mt.gov



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New MDT Web Site

Will be here.....

August 22nd

www.mdt.mt.gov

“CONTRACTORS”

GO TO

Doing Business

Contracting/Consulting
with MDT

MDT DBE Goal Participation

Information is pulled from MDT's 2006 DBE Goal Report to FHWA.

Based on actual payment data received by MDT DBE Program Office for July 1, 2004 to June 30, 2005:

DBE Participation on MDT Projects
Construction & Consultant 6.37%

Makeup of MDT Projects:

Construction	93%
Consultant	7%

MDT Construction Pay Distribution

Prime Contractor	75%
Subcontractor	25%

MONTANA DBE COMPANY MONTHLY UPDATE

Newly Certified DBE Companies

None



3 0864 1003 4973 9

Re-Certified DBE Companies

Air Specialists, Inc.	Billings	MT	Air Analysis/Research/Studies (Tech/Prof) Services NEC
ITS, Inc.	Butte	MT	Medical (Supplier)
Northwest Resource Consultants	Helena	MT	Tech Writing/Editing, Analysis/Research/Studies (Tech/Prof)
Promatech, Inc.	Riverside	NJ	Construction Management Services
Renewable Technologies, Inc.	Butte	MT	Analysis/Research/Studies (Tech/Prof), Professional Services
Tim J. Zimmerman	Hardin	MT	Trucking
Timberline Resources, Inc.	Billings	MT	Biological/Ecological/Environmental (Tech/Prof)

DBE Companies Withdrawn

Landmark Design Salt Lake City UT

16TH ANNUAL EQUIPMENT OPERATOR TRAINING WORKSHOP AND SNOW RODEO September 7-8, 2005—Great Falls, MT



Hands-on operational training on snowplow, front-end loader, motor grader, and backhoe plus learn to read grade stakes and safety training on avoiding the accident.

Only \$40 for training on first day. Call the

Local Technical Assistance Program at
800-541-6671 for more information or to
register.

Brochure is available at MDT DBE
Supportive Services Office.

EMPLOYEES' FRINGE BENEFITS PLAN

**REMINDER—Highway
Contractors Currently
Working on MDT
Projects**

Remember, if you are paying your fringe benefits into a trust fund or some other type of plan on behalf of your employees; you must identify that trust fund or plan in the comments box on the Statement of Compliance submitted with every

federal-aid payroll.

In the event that Civil Rights Bureau staff is not familiar with your trust fund or plan you may receive a Certification Form to be completed. The intent of this form is for your firm to certify that your trust fund or plan meets all of the requirements prescribed by 29 Code of Federal Regulations Part 5.26 through Part 5.28. If you

receive the Certification form, you will need to complete the form and return to the Civil Rights Bureau within 10 working days of receipt.

If you have any questions, feel free to contact Vicky Koch at 444-6335 or Jim Phillips at 444-6045. They can also be reached at the following TTY numbers (406) 444-7695 or 1-800 335-7592.



**Submit Your
Bona Fide
Benefit Plan
Notices To
Civil Rights Bureau**

DBE COMPANY - SPOTLIGHT

Looking Glass Printing, Inc. is a Montana-based, family-owned business. Brothers Rod and Robin Christopherson jointly own the business. The brothers are members of the Little Shell Tribe of Chippewa and grew up in Havre. Rod heads up sales and marketing; while Robin oversees production/manufacturing. The business was started in May of 2004 and is located in Florence, Montana. Rod and Robin have been in the business for more than 20 years. There are four full-time employees plus 4-5 part-time employees currently working at Looking Glass.

Ravalli County has been a friendly place for a small business to begin and grow. Looking Glass distributes their products to the northwest states of Washington, Idaho, Montana as well as to Arizona, Utah, Nevada and now into Canada.

Being in the business for many years helped start this business with an established customer base. They were fortunate to find a niche with microbreweries that were paying high freight costs to get their glass products

from out of state businesses.

Currently, the business is growing so fast they are running out of space. They are looking to expand their facility to three times the size of the current building.

Looking Glass receives many compliments from their customers for the service they provide. Their customers like the face-to-face contact with a business in Montana.

Looking Glass has a large customer base of microbreweries which they screen print glass and labels for in Montana and other states.

Go to their web site at www.lookingglassprinting.com for full description of products/services and price/order information.



Safety Vests

With Company Logo
ANSI Class 2 Safety Vest, zipper closure, breathable mesh with inside and outside pockets



Stake Chasers

In Orange, Pink, Yellow and Red.

Looking Glass Printing, Inc.
465 Hidden Valley Road South
Florence, MT 59833
406-273-4638
lookingglassprinting@msn.com

Products include: Safety Vests, Stake Chasers, Safety T-Shirts, Grizzly and Montana Logo Wear and Mugs, Screen Printing and Embroidery of Clothing with Company Logos, Screen Printing of Mugs and Glass; and Promotional Items such as Water Bottles, T-Shirts, Jackets (some shown below).



SUMMARY OF EMPLOYEE OR INDEPENDENT CONTRACTOR EXPERT PANEL DISCUSSION ON JUNE 23, 2005

Guest Speakers

Sharon Peterson—MT Dept of Labor & Industry Employment Relations Division (444-9585)

Larry Jones, Legal Counsel, Liberty Northwest Insurance Company (543-2420)

Curt Larsen, Legal Counsel, Montana State Fund (444-7772)



Senate Bill 108 was effective April 28, 2005, states an Independent Contractor (IC) has waived all rights and benefits under the Workers' Compensation Act and the Occupational Disease Act of Montana. Independent Contractor is defined as free from control and direction, and has their own independently established business. IC exemption certificate is for individual businesses not corporations or partnerships. You must pay \$125 fee, submit application affidavit, submit waiver affidavit, and submit supporting documents.

If you are an Independent Contractor, you should go through the process of getting the current IC exemption. Some prime contractors are requiring the proof of the new IC exemption.

Penalties up to \$1,000 can now be levied against hiring agents and/or workers. The IC office is creating 6 more positions to assist with compliance.

Certificate is for specific work type for Independent Contractor. It is planned to

have a link on the independent contractor web site to the actual IC Exemption certificate so you can go online and verify IC status.

If a subcontractor hires a subcontractor and both have IC exemption but the 2nd tier subcontractor hires an employee who doesn't have workers' compensation. With the exemption, the subcontractors themselves have no rights to workers' compensation benefits. However, the employee of the 2nd tier subcontractor does have rights to workers' compensation and both subcontractors and prime contractor would be liable for this coverage and responsible for medical expenses and wages to the worker if injured.

Employers are obligated to ensure the workers they hire as ICs truly are ICs. A way to destroy a good hiring agent/IC relationship is for the hiring agent to exert or have the right to exert control over the worker. It will then become an employer/employee relationship. By law, a worker cannot sign away their rights to workers' compensation or unemployment insurance coverage. The worker must meet the independent contractor criteria. The Montana Supreme Court has stated the following four factors are indicators of control in a working relationship:

1. Evidence of control including the right to control.
2. The furnishing of equipment.
3. The method of payment.
4. The right to fire without liability.

All four factors need to be met by the contractor to ensure they are an independent contractor.

Here are some common things to consider who has control (hiring agent or contractor):

- Payment is on time basis rather than on a bid or project completion basis.
- The pay is determined by the hiring

agent.

- The hiring agent provides substantial tools and equipment necessary to perform the job functions.
- The hiring agent oversees how the work is performed as opposed to the worker completing the project in the manner and means they see appropriate.
- The hiring agent explains, shows, and/or trains the worker how to perform the job.
- The hiring agent can release the worker from the job without notice.
- When there is no opportunity for profit or loss for the worker, they do not have control.
- The hiring agent requires the worker to log the time worked on a job is an indication they have control.

The Department recommends the following when hiring an independent contractor:

- Have a written contract containing who, what, when, where, and how.
- Hire for a defined project with a beginning and ending date.
- Hire those who are experts at their work.
- Do not train or provide essential equipment or materials.
- Do not pay on a time basis (by the hour).
- Ask for proof of general liability insurance.
- Ask for proof of ICEC and verify good standing of IC.
- Obtain references.
- Choose to hire only those who carry workers' compensation insurance on themselves.

The web site is www.mtcontractor.com then click on Independent Contractor. You will find 15 point IC Criteria, Sample MOU, Registered IC List with new IC certifications, IC requirements, and Forms.



MONTANA DBE SUPPORTIVE SERVICES PROGRAM SURVEY RESULTS

Recently, fifty-two (52) DBE companies completed a survey. Here is a summary of the results:

1. Rating of overall services provided by DBE Supportive Services:

29 – Very Good 21 – Good 2 – Neither Good nor Bad

2. Do you read the newsletter? 50–Yes 2–No

3. Other information you would like in the newsletter:

Contract opportunities	DBE % used on projects
Health insurance legislation	More consultant-related articles
Insurance	Project budget tracking helpful hints

4. Have you attended training sponsored by DBE Supportive Services? 33–Yes 21–No

5. Training ideas that will benefit your business:

Employee liability	Business trends/market positioning	FAR audit
Budget tracking	Financial statements	Marketing
Work harassment	BMPs MDT likes to use	Safety
Prof engineering CE	Management and business finances	Negotiating
Human resource training	Qualified consultant for agencies	Plans reading
Web site development	Supervisory training	SqFt training
Wetland delineation	Communication skills with primes	Training via webinar
How to get work with MDT	Motivating/managing employees	

*"Your input
is essential to
the growth
of the DBE
Program"*

6. Does the reimbursement program help your business? 44–Yes 6–No

Rating Service for Benefiting Your Business:

	Very Good	Good	Fair	Poor	Very Poor
DBE Newsletter	22	18	11	1	0
DBE Reimbursement	32	11	5	1	0
Training/Workshops	10	26	10	2	0
Relevancy of Services to Your Business	10	17	13	3	1
One-on-One Assistance	25	12	10	1	0
Helpfulness of Office	37	11	3	1	0
Timeliness of Customer Service	33	15	2	1	0
Knowledge of Office Staff to Provide Assistance	32	14	5	1	0

8. What assistance could DBE Supportive Services provide your business?

Marketing	Financial Management	Personnel Management
Business Operations	Industry-Related	Estimating

9. Other Comments:

Many compliments on the service DBE Supportive Services provided.



**ON-LINE
SERVICES
AT YOUR
FINGER TIPS.....**



WEB SITE RECOMMENDATION OF THE MONTH

State of Montana Web Site: Online Services and Business Hub

<http://app.mt.gov/services/>

The web site is very useful and can assist your business with the following online services:

- Income Tax Express
- ✓ Pay current and past years state individual income taxes
- ✓ Pay estimated taxes
- Find Convicted Felons
- Annual Report—File your annual report online for domestic corporations and LLC's.
- Statewide Calendar—View state government-sponsored events and training.
- Unemployment Insurance—

- File a claim for unemployment insurance. You can also review your current claims.
- Look up Landownership Information or look at property maps

Click on “Businesses” link on left side of page and you can:

- Search for a registered Montana business
- Search for available commercial real estate
- Search for driving records
- Perform a title, lien and registration search
- Pay your business taxes
- Pay your withholding taxes
- Pay your corporation license tax
- Renew your professional license

SITE OF WORK CLARIFICATION

Definition of “Site of Work”

The CFR states, “....” job headquarters, tool yards, batch plants, borrow pits are part of the site of work provided they are dedicated exclusively or nearly so, to performance of the contract or project and provided they are adjacent or virtually adjacent to the site of work....” “.....tool yards, batch plants, borrow pits which are established by a supplier of materials for the project before opening of bids and not

on the site of work are not included in the site of work....”

Example: The pit is a virgin pit that was established after the project was awarded and it is being used exclusively for our federal-aid project. That pit is located 2 miles away from the actual construction.

Since it is a virgin pit established for use on our project, even though it is not virtually adjacent to the

construction site, the pit and the haul are considered covered work. The difference in this case is because the pit is “a virgin” established specifically for this project.

In order for it to be a non-covered pit, it would have had to be in existence prior to bid letting (with a history) and not virtually adjacent. Both prongs of the definition must be in place for it to be non-covered.

DBE RULE CLARIFICATION

Substitution Rule.....

This rule applies to all contracted work for Montana Department of Transportation federal-aid projects, both construction and consulting.

First of all, before pursuing substitution of a DBE company's contracted work, prime contractors and engineering firms are encouraged to work with the DBE company to find a solution so the DBE company can complete the contracted work.

If no solution is possible; the prime must follow the Substitution Rule as stated below:

- The prime contractor must submit a written request to MDT DBE Program Manager via the MDT Project Manager explaining why a substitution is required.
- The written request must include:
 - ✓ A signed letter from DBE requesting release from all or part of its contract with specific reasons. MDT may consider the request without a DBE's release request.
 - ✓ The reasons why a DBE needs to be replaced.
 - ✓ The Good Faith Efforts used by the prime contractor to identify another DBE to complete this work. A list of DBE substitutes available and willing to complete the work.

- The DBE Program Manager will make the final determination. The prime will be notified in writing of the decision. The decision is final with no right of appeal.
- The prime contractor may be allowed to substitute other contract work not previously contracted to DBEs for possible substitution consideration.
- If a contractor eliminates, reduces or attempts to eliminate or reduce a DBEs contracted work without the consent of MDT, sanctions may be imposed.

More detailed information regarding the DBE Substitution Rule can be found in the DBE Program Manual on MDT's web site at www.mdt.mt.gov

Prime contractors or prime engineering firms should take caution when contracting work to a DBE company knowing the DBE company is unable to complete this specific work and the work will therefore be subcontracted. Be aware that if the DBE company is not certified in this work type, it will not count as DBE participation towards a project-specific goal. If the DBE company is certified in this work type but subcontracting the work to a non-DBE company, it will also not count as DBE participation towards a project-specific goal.

Please contact Leslie Wootan, DBE Program Manager at 406-444-6337 or lwootan@mt.gov with further questions.

Quote of the Month

"Planning is a real waste of time.... for those who waste time." --

Doug Firebaugh

INVITATION FOR BIDS LETTING OF AUGUST 18, 2005

(INCLUDES PROJECTS ADVERTISED FOR JULY)

Sealed bids for construction of this project will be received by the Montana Department of Transportation-Highway Division, Contract Plans Bureau, Room 101, 2701 Prospect, Helena, Montana until 8:00 a.m. on August 18, 2005 and from 8:00 a.m. to 9:00 a.m. in the Empire Builder Room of the Great Northern Best Western Hotel, 835 Great Northern Blvd. in Helena, Montana, with the bids being publicly opened and read thereafter at 10:00 a.m. in the Empire Builder Room.

1. **NASHUA—EAST & WEST—NH 1-9(39)555—**
Pavement pulverization, grading, gravel, PMBS, seal & cover, bridge replacements, guardrail, lighting, drainage, fencing and striping. MANDATORY PRE-BID CONFERENCE. The Disadvantaged Business Enterprises' contract goals are 2.5%.
2. **PIPESTONE-WHITEHALL—IM 90-5(61)240—**
Cold milling, digouts, plant mix bituminous surfacing, guardrail and striping. The Disadvantaged Business Enterprises' contract goals are 2.5%.
3. **WEST LAUREL INTERCHANGE—IM-STPHS 90-8(154)433—PULLED**
4. **BNRR OVERPASS —TOLUCA—BR 9002(27) -**
Bridge replacement with an 87-meter prestressed concrete beam structure and approach road work. The Disadvantaged Business Enterprises' contract goals are 0.0%.
5. **2002—FENCING—NE OF CRAIG—STPHS 15-4 (106)239—**Installation of wildlife fencing on the 2002-Fencing-NE of Craig project in Cascade and Lewis & Clark Counties along Interstate 14. The Disadvantaged Business Enterprises' contract goals are 0.0%.
6. **BIGHORN RIVER— HARDIN—BR 384-1(12)0—**
180 meter composite steel and concrete girder
7. **INTERSECTION IMPVT-ST REGIS—STPP-STPHS-STPE 35-1(10)0—**Rehabilitation of the intersection of Montana Highway 135 and US Highway 10 on the Intersection Improvement—St Regis project. The Disadvantaged Business Enterprises' contract goals are 0.0%.
8. **2002 GUARDRAIL-NE OF BOZEMAN—STPHS 86-1(31)19—**Guardrail, grading, gravel and revegetation on the 2002 Guardrail-NE of Bozeman project on Secondary 86 in Gallatin County. The Disadvantaged Business Enterprises' contract goals are 0.0%.
9. **STPS 323-1(24)25—40 KM S of EKALAKA —S (PHASE II) -**Grading and gravel surfacing of approximately 20.3 kilometers of the 40 km South of Ekalaka-south. MANDATORY PRE-BID CONFERENCE.. The Disadvantaged Business Enterprises' contract goals are 0.0%.

Bozeman Bear Canyon/Retrofit Seismic Project

Sletten Construction—Prime Contractor

MDT Staff—Shane Watson, Chuck Durkin, Rickie Johnson, Project Manager
DBE Supportive Services —Rebecca Johnson
HL Construction - Supervisor Kim Proctor



MORE MT CONTRACTING OPPORTUNITIES

MT Dept of Transportation Projects

307600, Rock Creek Truck Parking Area Maintenance, Bid Due Date: August 23, 2005

307602, Alberton Truck Parking Area Maintenance, Bid Due Date: August 23, 2005

307630, Geotechnical Drilling, Flathead River Bridge East of Kalispell, Bid Due Date: August 12, 2005

307608, Lawn Fertilization & Weed Control Billings District, Bid Due Date: August 24, 2005

065060CSW, Seeding Growing Contract, MT Dept of Natural Resources and Conservation, Bid Due Date: August 30, 2005 <http://www.discoveringmontana.com/doa/gsd/osbs/default.asp>

Parking Lot Repainting Project, RFQ-10-05-055-JWB, Presolicitation, Bid Due Date: August 30, 2005, Indian Health Service, Billings Area Office, Repaint the parking lot and helipad at the Northern Cheyenne Health Center in Lame Deer, Montana. The solicitation will be available August 15, 2005, Jay Windyboy, 406-247-7064, 406-247-708 or Jay.windyboy@mail.ihs.gov <http://www2.eps.gov/spg/HHS/IHS-BILLINGS/RFQ%2D10%2D05%2D055%2DJWB/listing.html>

Moose & Spotted Beetle Road Decommissioning, AG-0385-S-05-0010, Presolicitation, Bid Due: September 8, 2005, Flathead National Forest, Kalispell, Reclamation of 15 miles on several roads-construction of earth berms, removal of culverts, stream restoration, and seeding/fertilizing. Solicitation will be available August 10, 2005. Pre-bid meeting is August 19, 2005. Barbara Venturini, 406-758-5318, bventurini@fs.fed.us <http://www2.eps.gov/spg/USDA/FS/0385/AG%2D0385%2DS%2D05%2D0010/listing.html>

Pipeline Extension, ESQ050114, Presolicitation, Bid Due: September 5, 2005, BLM Montana, Billings, MT, Construct two livestock pipeline extensions on BLM property in Choteau County. The solicitation will be available August 15, 2005. Tommy Carillo, 406-896-5210, <http://www2.eps.gov/spg/DOI/BLM/MT/ESQ050114/listing.html>

Targhee Pass – Continental Divide Trail, AG-0398-S-05-0012, Bid Due: August 23, 2005, Gallatin National Forest, Bozeman, Relocate 5.6miles of trail close to West Yellowstone. William Pfeifer, 406-587-6760, bpfeifer@fs.fed.us

<http://www2.eps.gov/spg/USDA/FS/0398/AG%2D0398%2DS%2D05%2D0012/listing.html>

Belt Creek Office Asbestos Abatement & Renovation, Presolicitation, Bid Due Date: October 1, 2005, Lewis & Clark National Forest, Great Falls, MT, Includes new ceiling, light fixtures, new carpet and insulation. Jay Wenaas, 406-791-7717, <http://www2.eps.gov/spg/USDA/FS/03K0/R1%2D15%2D05%2D14/listing.html>

Phalen Fences 2005, Presolicitation, ESQ050038, Bid Due Date: August 26, 2005, BLM Office, Billings, MT, Construct 1712 rods of 3-wire barbed wire in Custer County, MT. Site tour is August 17, 2005. Charlene Gunther, 406-896-5195, <http://www2.eps.gov/spg/DOI/BLM/MT/ESQ050038/listing.html>

Upper/Lower River Road Water and Sewer Improvements, Great Falls, MT, Bid Due Date: August 18, 2005, Installing a new sewer collection system. City of Great Falls

Fairy Lake Accessible Trail #500, AG-0398-05-0013, Bid Due Date: August 26, 2005, Clearing/grubbing extra width excavation, Gallatin National Forest, 406-587-6760.

Rehabilitate St. Mary Sewer System, I1435050162, Bid Due Date: August 25, 2005, Complete rehabilitation of existing lift station and place pipe. Glacier National Park, West Glacier, MT, National Park Service, 406-888-7870, Neil Brewster.

MDT Equipment Storage Building, 2005-0971, Location of Project is Lima. Bid Due Date: August 18, 2005, Pre-Bid walk through is August 9th. Crossman Whitney Griffin Architects, 406-443-2340.

MDT Civil Rights Bureau

Alice Flesch, ADA Coordinator	aflesch@mt.gov	(406) 444-9229
Bill Anderson, Title VI Compliance Specialist	bianderson@mt.gov	(406) 444-6334
Elaine Arterburn, DBE Supportive Services Assistant Manager	earterburn@mt.gov	(800) 883-5811
Jim Phillips, EEO Compliance Specialist	jamphillips@mt.gov	(406) 444-6045
Leslie Wootan, DBE Program Manager	lwootan@mt.gov	(406) 444-6337
Rebecca L. Johnson, DBE Supportive Services Manager	rejohnson@mt.gov	(800) 883-5811
Trudy Eaton, Civil Rights Bureau Administrative Asst.	trueaton@mt.gov	(406) 444-6331
Vicky Koch, Civil Rights Bureau Chief	vkoch@mt.gov	(406) 444-6335

2701 Prospect Avenue PO Box 201001, Helena, MT 59620-1001

Phone (406) 444-6331 ***** Fax (406) 444-7685 ***** TTY (800) 335-7592

Website: www.mdt.mt.gov

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DBE Supportive Services, Civil Rights Bureau
Montana Department of Transportation
PO Box 201001
Helena, MT 59620-1001



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Six-Year National Surface Transportation Bill is Signed



<http://www.fhwa.dot.gov/reauthorization/conference.htm>

Inside this issue:

National Surface Transportation Bill Signed; DBE Participation 'WAY TO GO', MDT DBE Goal Participation

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Invitation For Bids Letting of September 22, 2005, Employer Refundable (Annual) Tax Credits—Continued

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More MT Opportunities

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MDT Civil Rights Bureau—Contact List

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On August 10, 2005; President Bush signed the \$286.4 billion national surface transportation bill. The new bill is titled STAFETEA-LU (Safe, Accountable, Flexible, and Efficient Transportation Equity Act) and provides funding for the next six (6) years. There were 6,371 special projects funded at \$24 billion. Montana will receive on average \$355 million per year with an additional \$153 million for 19 special projects.

The link to the US Department of Transportation Reauthorization of TEA-21 web site has a wealth of information about the new bill such as breakdown of state appropriation for each year; list of special projects for each state; and a copy of the entire national transportation bill.

WAY TO GO!

For MDT August 18, 2005 highway construction bid letting, the following contractors achieved DBE participation over the DBE program goal of 7.74%

- HL Construction - 60% DBE Participation
2002 Fencing - NE of Craig
- HL Construction - 100% DBE Participation
2002 Guardrail NE of Bozeman

MDT DBE Goal Participation

7.74% **MDT Yearly DBE Program Goal**

7.59% **Current DBE Participation (Commitment/Award)**



MONTANA DBE COMPANY MONTHLY UPDATE

Newly Certified DBE Companies

Ferris Fencing	Bobette L. Ferris	Twin Bridges	MT	Fencing
Burton Construction structural steel	Jerry Burton	Spokane	WA	Concrete work, construction, fencing, (install/erect)
Peachtree Telecommunications LLC	Sandra Kay Stewart	Norcross	GA	Telecommunications services International & equipment supplier
Professional Conveyor South	Tracy Jane Wieland	Fernandina Beach	FL	Equipment repair/maintenance services

Teamwork is the ability to work together toward a common vision. The ability to direct individual accomplishments toward organizational objectives. It is the fuel that allows common people to attain uncommon results." —Andrew Carnegie



As Read MDT Bid Letting Results August 18, 2005



Project Number	Prime Contractor	Low \$ Bid Amount	DBE Participation	
			\$ Amount	%
NH 1-9(39)555 - Nashua - East & West	S K Construction	\$14,144,681.18	\$799,413.90	5.65%
IM 90-5(61)240 - Pipestone-Whitehall	Jim Gilman Construction	\$3,020,361.64		
BR 9002(27) BNRR Overpass - Toluca	Sletten Construction	\$2,237,893.63	\$82,133.78	3.67%
STPHS 15-4(106)239 2002-Fencing-NE of Craig	HL Construction	\$299,273.05	\$179,563.83	60.00%
STPP-STPHS 35-1(10)0 Intersection Improvements - ST. Regis	United Rentals - Missoula	\$719,102.75		
STPHS86-1(31)19 2002-Guardrail-NE of Bozeman	HL Construction	\$174,800.00	\$174,800.00	100.00%
Total of all Federal-aid Projects for May 26, 2005 MDT Bid Letting		\$20,596,112.25	\$1,235,911.51	

PRACTICAL ADVICE ON HUNDREDS OF TOPICS

Practical advice on hundreds of topics. It provides articles, templates, and links to services/products/other resources regarding that topic. There is a section dedicated to business in the areas of loan basics, management, marketing, human resources, insurance, etc. If you want to get some advice on a subject, you may want to check out this web site.

<http://humanresources.about.com/>

The following article was pulled from the Human Resources Section under Business.

In a team-oriented environment, you contribute to the overall success of the organization. You work with fellow members of the organization to produce these results. Even though you have a specific job function and you belong to a specific department, you are unified with other organization members to accomplish the overall objectives. The bigger picture drives your actions; your function exists to serve the bigger picture.

You need to differentiate this overall sense of teamwork from the task of developing an effective intact team that is formed to accomplish a specific goal. People confuse the two team building objectives. This is why so many team building seminars, meetings, retreats, and activities are deemed failures by their participants. Leaders failed to define the team they wanted to build. What you would do to develop an overall sense of team work is different from building an effective, focused work team.

TWELVE C'S FOR TEAM BUILDING

Executives, managers, and organization staff members universally explore ways to improve results. Many view team-based, horizontal, organization structures as the best design for involving all employees in creating business success. No matter what you call your team-based improvement effort: continuous improvement, total quality, or work teams, you are striving to improve results for customers. Few organizations, however, are totally pleased with the results their team improvement efforts produce. If your team improvement efforts are not living up to your expectations, this self-diagnosing checklist may tell you why. Successful team building, that creates effective, focused work teams, requires attention to each of the following.

- ⇒ Clear Expectations
- ⇒ Context
- ⇒ Commitment
- ⇒ Competence
- ⇒ Charter:
- ⇒ Control
- ⇒ Collaboration
- ⇒ Communication
- ⇒ Creative Innovation
- ⇒ Consequences
- ⇒ Coordination
- ⇒ Cultural Change

Spend time on these twelve tips and your work teams will contribute most effectively to the organization's success. Your team members will love you, your respect and appreciation will soar, and empowered people will "own" and be responsible for their work processes. Can (your work) life get any better than this? **If you're the boss, it's all up to you....**

Quote of the Month

"Success usually comes to those who are too busy to be looking for it"

Henry David Thoreau (1817-1862)

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WORKSHOPS

"Montana Employer Rights and Responsibilities"

SEPTEMBER 22, 2005

**Great Northern Hotel, Helena, MT
8:15 am to 4:30 pm**

This workshop is designed as an intermediate level workshop for those with human resource management responsibilities who need to learn about Montana and federal laws, rules and regulations as they apply to the employment relationship and what to do to be in compliance with those rules. It would also be useful for those individuals who may need to become aware of recent HR related legal changes and court decisions.

For more information or to register contact:

Jim Nys, Personnel Plus! Consulting Services
910 E. Lyndale Ave Ste A,
Helena, MT 59601
jim@personnel-plus.com
ph 406-443-7169
fx 406-443-5803

This workshop is sponsored by The Helena Chapter of the Society for Human Resource Management and the Helena Job Service (SHRM).

Mark Your Calendar



"Helping Entrepreneurs Reach the Next Level Of Success"

The MCDC Small Business Development Center has teamed together with local banks and business sponsors to bring you the NxLeveL™ business training program.

What is NxLeveL™ For Entrepreneurs?

NxLeveL™ Entrepreneurial Training is a 12-week course focused on advanced business principles and strategies. It is designed for entrepreneurs who wish to start a new venture, overhaul and expand their business, or take their business in a new direction.

- Cash Flow Projections;
- Financing Your Business;
- The Deal Making Process;

- Managing Future Growth;
- Developing an Exit Strategy;
- Management and Legal Structure;
- Market Analysis;
- Using Financial Statements

" SBDCs are a program supported by the U.S. Small Business Administration and extended to the public on a non-discriminatory basis. SBA cannot endorse any products, opinions, or services of any external parties or activities. Reasonable arrangements for persons with disabilities will be made if requested at least two weeks in advance. Contact Kaye Sloan at (406) 728-9234 ext. 200."

When/Where: *First Session:* September 14 – December 7, 2005 Wednesdays 6:00-9:00 pm
Farmers State Bank Data Center, Victor, MT

Second Session: September 21—December 14, 2005 Wednesdays 6:00-9:00 pm
Missoula Chamber of Commerce, 825 E. Front Street

Course Fee: \$350 includes all course materials, refreshments, and graduation event.

Scholarships: Partial Scholarships may be available through participating local banks.

DBE RULE CLARIFICATION

Required DBE Bid Documents

When bidding an MDT project, the prime bidder must always submit with their bid the following DBE documents:

1. Schedule of Participation (SOP)

Include the following information for all DBE-certified companies that provided a quote:

- ✓ Name of DBE company
- ✓ How DBE Company will be used - prime contractor, subcontractor, manufacturer, or jobber*/broker.
- ✓ Indicate if the quote was used.
- ✓ List specific work or materials provided by DBE company.

Reminder: If a DBE company is bidding as a prime contractor, they must complete a Schedule of Participation for their participation and include it with the bid documents.

If a Schedule of Participation form is not included on a project with a DBE goal, the bid could be considered non-responsive.

2. Bidder's List

Include a list of all companies providing quotes i.e., subcontractors, suppliers, manufacturers, and jobbers/brokers. If no quotes by companies were provided, write "None" on this list.

The bidder's list must be submitted within 48 hours of the Bid Letting. If the bidder's list is not received, the bid could be considered non-responsive.

Schedule of Participation and Bidder's List are required from all bidders, whether or not they are

This information is vital for the DBE Program Office to comply with federal regulations, determine appropriate DBE goals for upcoming fiscal years, and support the goal of encouraging DBE participation in the Montana transportation industry.

- * A jobber buys merchandise from manufacturers and sells it to retailers.

EMPLOYER REFUNDABLE (ANNUAL) TAX CREDITS

Currently insured & uninsured small businesses

For currently insured small businesses

Employer Refundable (annual) Tax Credit provides a refundable state income tax credit to employers who currently pay some or all of the cost of group health insurance for their employees. Also provides additional Tax Credits when employers pay for insurance for the employee's spouse or their dependants.

Approximately 40% of the available funding per year is designated to the Employer Tax Credit. The funds for tax credits will be distributed on a first come, first served basis until the money is fully allocated.

Employer Qualifications: In order to qualify for an Employer Tax Credit the employer must meet all the following criteria:

1. The employer already provides employee health insurance.
2. The employer has a number of employees that meets the eligibility criteria established by the State Auditor's Office (between 2-5 employees; adjustable up to 9 depending on take-up and available revenue).

3. The tax credit cannot be more than 50% of premiums paid.

4. No employee is paid more than \$75,000 per year (owner excluded).

Tax Credit Amounts: The following are the tax credits that may be claimed under HB 667 for each eligible employee, spouse and dependants:

	Employee Only	Employee's Spouse	Employee's Dependants
Employer Tax Credit	\$100/month	\$100/month	\$40/month

If the average age of employees is 45 or older, the tax credit for an employee increases to \$125.00.

Continued on Page 6—Currently Uninsured Small Businesses...

INVITATION FOR BIDS LETTING OF SEPTEMBER 22, 2005

Sealed bids on the following projects will be received by the Montana Department of Transportation-Highways Division, Contract Plans Bureau, Room 101, 2701 Prospect, Helena, Montana until 9:00 a.m. on September 22, 2005 the bids being publicly opened and read thereafter at 10:00 a.m. in the Department's auditorium.

- 1 VICINITY WHITE COYOTE RD. – SOUTH RAVALLI NH 5-2(120)20** — Grading, gravel surfacing, plant mix bituminous surfacing, seal and cover, structures, and other improvements on the Vicinity White Coyote Rd. – South Ravalli project in Lake County. The project is located entirely within the Flathead Indian Reservation MANDATORY PRE-BID CONFERENCE Representatives of MDT and the Confederated Salish and Kootenai Tribes Tribe will be present to describe the project and answer questions.
- NOTE:** Two-Month Advertisement, November 3, 2005 Bid Letting Date. We will make every attempt to have the advertised plans and bid files available for this project by Thursday, September 8, 2005.
- 2 COLUMBUS – SOUTH - STPP 78-2(10)37** — Grade, gravel, cement treated base, plant mix surfacing, seal and cover, drainage culverts, irrigation system relocation and three bridges on the Columbus – South project in Stillwater County. The project is located south of Columbus, beginning at RP 37.0 and extends northeast 14.2 kilometers to RP 45.9. The Disadvantaged Business Enterprises' contract goals are 4.0%.
- 3 WEEKSVILLE – WEST STPP 6-1(76)65** — Grade, Gravel, Plant Mix Bituminous Surfacing, drainage, electrical and fencing. The Disadvantaged Business Enterprises' contract goals are 3.0%.
- 4 BROADWAY PEDESTRIAN XING-MISSOULA CM 8128(1)** - Curb, sidewalk, seal and cover, electrical and pavement markings on the Broadway Pedestrian Xing - Missoula project in Missoula County. The Disadvantaged Business Enterprises' contract goals are 0.0%.
- 5 2000-SLOPE FLTN-10 KM W KALISPELL STPHS 1-2(132)113** - The 2000 – Slope Flattening – 10 km West of Kalispell project consists of grading/slope flattening. The Disadvantaged Business Enterprises' contract goals are 0.0%.
- 6 L & C INTERPRETIVE SITE – SULA SFCN 7-1(104)12** - Grade, gravel, PMBS, seeding and delineation on 0.12 miles on the Lewis & Clark Interpretive Site - Sula project in Ravalli County. The project is located near Sula on US 93 (RP 12.6). The Disadvantaged Business Enterprises' contract goals are 0.0%.
- 7 IM-STPS 0002(814)** — Repair fire damage to guardrails, fences and retaining wall on the Fire Damage – Alberton E & W project. The Disadvantaged Business Enterprises' contract goals are 0.0%.

NOTE: Two-Week Advertisement September 8, 2005 Special Bid Letting Date for Project #7.

For currently uninsured small businesses

Description: Provides a monthly assistance payment for both the employer and the employee's portion of the health insurance premium. This assistance will pay the cost of an employee's health insurance when the employer has not offered insurance in the past, but begins to do so through the new State Health Insurance Purchasing Pool created by HB 667, or through a qualified Association Plan. About 60% of the available funding is designated to make these Employee Assistance Payments and Employer Premium Incentives. The funds will be distributed on a first come, first served basis. The size of each employee's Premium Assistance Payment will be established by the Purchasing Pool Board of Directors.

Employer/Employee Qualifications: To qualify for Premium Incentive and Assistance Payments employers and employees must meet the following criteria:

1. The employer does not currently provide employee health insurance;
2. The employer has a number of employees that meets the eligibility criteria established by the State Auditor's Office (between 2-5 employees; adjustable up to 9 depending on take-up and available revenue);
3. The employer begins to provide health insurance through the new State Health Insurance Purchasing Pool or another qualified Association Plan;
4. No employee is paid more than \$75,000 per year (owner excluded);

5. The employer provides health insurance to eligible employees as defined by the State Purchasing Pool Board of Directors; and Employees must meet the income and other eligibility criteria established by the Board of Directors of the Purchasing Pool.

Please contact Erin McGowan-Fincham at the State Auditor's Office if you have additional questions:

<http://www.discoveringmontana.com/sao/other/consumerhelp.html> click on NEW Small Business Health Insurance or call 800-332-6148 ** 406-444-4613 ** Fax 406-444-3497

State Auditor's Office ■ 840 Helena Avenue
Helena, MT 59601

MORE MT CONTRACTING OPPORTUNITIES

The following Opportunities can be viewed at: <http://ci.billings.mt.us/Online/rfp.php>

SID 1370 Interlachen Drive (Phase 1), City of Billings, Bid Due Date: 9/27/05, street reconstruction, curb and gutter, sidewalks, storm drains.

Application and Permitting Process for an Air Quality Permit at the Wastewater Treatment Plant, City of Billings, Due Date: 9/30/05.

Detailed Flood Hazard Assessment, City of Billings, Due Date: 9/23/05.

Lake Elmo Road, Main Street to Hansen Lane, STPE 1099(41), CN 5292, City of Billings, Bid Due Date: 9/27/05.

The following Opportunities can be viewed at: <http://www.discoveringmontana.com/doa/gsd/OSBS/Results.asp?List=All>

307633, MT Dept of Transportation, Highway Project Cost Estimation and Management System, Bid Due Date: 10/14/05

307660, MT Dept of Transportation, Great Falls Headquarter Office Building Roofing, Bid Due Date: 9/15/05

307643, MT Dept of Transportation, Hysham Rest Area Roofing, Bid Due Date: 9/14/05

307665, MT Dept of Transportation, Pavement Overlay Armells Creek South, Bid Due Date: 9/20/05

307666, MT Dept of Transportation, Pavement Overlay & Chip Seal Willow Creek Road, Bid Due Date: 9/20/05

307664, MT Dept of Transportation, Browning Airstrip Edge Lighting System, Bid Due Date: 9/15/05

Contact DBE Supportive Services for more bid information on the following opportunities:

Jew Mountain Trail #185, Bid Due Date: 9/09/05, Construction of new trail, jackleg fence, Ravalli County, MT, Lolo National Forest.

McDonald Pass Trailhead Construction, Bid Due Date: 9/09/05, Construction of new access road and trailhead road, parking area, new fence and gate, Helena National Forest

Beaver/Pony BMP Improvements, Bid Due Date: 9/12/05, Install metal pipe, drain dips, road ditch, brush barrier, riprap and seeding 7 miles of forest service road. Kootenai National Forest

Recreation Trail - Standard Ck Road Reconstruction and Wolverine Basin Road & Trailhead Construction, Bid Due Date: 9/12/05, 2005. Ennis, MT.

Cedar Creek Bridge Replacement, Bid Due Date: 9/14/05, project consists of the construction of a new bridge in Mineral County, West of Superior, MT.

Main Street Infrastructure, Bid Due Date: 9/14/05, project consists of removing & replacing sidewalks on the 600, 700 & 800 blocks of South Main Street in Butte, MT. The project also includes the installation of retaining walls, water & sewer services, fencing, storm drain improvements & period lighting. Butte, MT

Culvert Replacement-East Fork Willow Creek & Moose Creek, Bid Due Date: 9/15/05, This project is located on the Lincoln Ranger District of the Helena National Forest.

Frazer High School Demolition, Frazer, MT, Bid Due Date: 9/15/05, Spectrum Group Architects, Billings.

Fort Peck Reservation Water Treatment Plant, Fort Peck Reservation, Bid Due Date: 9/20/05, Morrison-Mierle, Inc.



MDT Civil Rights Bureau

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Bill Anderson, Title VI Compliance Specialist	bianderson@mt.gov	(406) 444-6334
Elaine Arterburn, DBE Supportive Services Assistant Manager	earterburn@mt.gov	(800) 883-5811
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DBE Supportive Services, Civil Rights Bureau
Montana Department of Transportation
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Helena, MT 59620-1001

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WHAT'S NEW ?

DAVIS BACON WAGE RATES

Contractors, please be advised that new federal-aid highway wage rates are in effect as of 10-07-05. These wage rates can be viewed at:

<http://www.mdt.mt.gov/publications/brochures.shtml#labor>.

The wage rates in existing contracts DO NOT change. All new contracts after 10-07-05 will contain the new rates. If you are bidding on project, it is suggested you use the MDT Contract Plans, Question and Answer to inquire if the new rates apply.

Any questions about this advisory can be addressed to MDT/Civil Rights Bureau at 444-6331 or TTY (800) 335-7592.

MONTANA OCCUPATIONAL SAFETY AND HEALTH BUREAU OFFERS FREE ONSITE CONSULTATION SERVICES

Helena --- The Department of Labor and Industry's Occupational Safety and Health Bureau reminds private employers in Montana of free Onsite Consultation to assist small businesses with workplace safety and health issues.

Consultants help identify workplace hazards, suggest methods for abating the hazards, review record keeping and required programs, assist in developing or maintaining an effective safety and health program, provide certain training and education, identify resources, provide written

report details of the findings, and answer questions.

To learn more about the Onsite Consultation program tune in Monday nights at 6:30 on:

- * Channel 2 - Billings
- * Channel 22 -Bozeman
- * Channel 6 -Butte
- * Channel 43- Great Falls
- * Channel 43- Havre
- * Channel 70 -Helena
- * Channel 62 -Kalispell
- * Channel 13 -Missoula

To request your free Onsite Consultation contact Montana's Occupational Safety and Health Bureau at 406-444-6401.

WAY TO GO!

For MDT September 22, 2005 highway construction bid letting, the following contractors achieved DBE participation over the DBE program goal !

Wickens Construction **6.41%**

Montana Materials, Inc. **26.01%**

HL Construction **100.00%**

MDT DBE Goal Participation

MDT Yearly DBE Program Goal **5.11%**

**Current DBE Participation
(Commitment/Award)** **6.46%**

Davis Bacon Wage Rates, Estimating & Cost Management Workshop, DBE Participation 'WAY TO GO', MDT DBE Goal Participation	1
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MONTANA DBE COMPANY MONTHLY UPDATE

Newly Certified DBE Companies

None

Recertified DBE Companies

None

Withdrawn DBE Companies

Interspace Airport Advertising Allentown, PA



Quality Landscape & Seeding—Hwy 93 Polson East Project



As Read MDT Bid Letting Results September 22, 2005

Project Title	Prime Contractor	Bid Amount	DBE Participation	
			\$ Amount	DBE %
STPP 78-2(10)37 Columbus - South	Wickens Construction	\$14,275,836.12	\$915,109.23	6.41%
STPP 6-1(76)65 Weeksville - West	Schellinger Construction Co.	\$5,387,493.87	\$190,540.97	3.54%
CM 8128(1) Broadway Pedestrian Xing-Missoula	Montana Materials Inc	\$367,778.00	\$95,643.20	26.01%
STPHS 1-2(132)113 2000-Slope FLTN-10 KM W Kalispell	HL Construction	\$99,989.78	\$99,999.78	100.00%
SFCN 7-1)104)12 L & C Interpretive Site - Sula	Rocky Mountain Aggregate	\$23,524.44		
Total of all Federal-Aid Projects for September 22, 2005 MDT Bid Letting		\$20,131,097.77	\$1,301,293.18	6.46%
Total of all Federal-Aid & State Projects for September 22, 2005 MDT Bid Letting		\$20,154,622.21		

DBE COMPANY - SPOTLIGHT



C&C Excavation, Inc. was started in October of 2001 by Carol Bachini-Wood, president and owner.

Currently, C&C Excavation is working as a pipeline contractor. The company also performs excavation work to install water, sewer, and gas lines. C&C Excavation has a dedicated staff of 25 employees who work on a variety of projects in the surrounding Havre and Hi-Line area. Their customers include cities and counties, commercial businesses and private individuals for water and sewer lines, as well as natural gas production companies

for gas line work. They have worked on projects throughout the State including airport upgrades for prime contractor, Century Paving, as well as some projects for the local tribes. C&C Excavation looks forward to upcoming opportunities including the Highway 2 improvement project in Havre. The company prides itself with having a very qualified staff and many years of construction experience.

Carol's advice to other business owners would be to set goals that are achievable but require hard work, determination and potential for growth. She also gives credit for the ongoing success of C&C Excavation, Inc., to the DBE program for their continued support and assistance.



Quote of the Month

"The person who knows 'how' will always have a job. The person who knows 'why' will always be his boss."

— Diane Ravitch

National Association of Women in Construction (NAWIC) - Chapter 228 Great Falls

**Core Purpose:**

To enhance the success of women in the construction industry.

Core Values:

Believe. Persevere.
Dare.

What is NAWIC? NAWIC is a professional association comprised of women working in construction and related industries. It was established in 1955 by 16 founding members. Today, there are approximately 5,800 members across the United States and in two Canadian provinces.

Members of the Association are business owners and executive, subcontractors, managers, accountants, estimators and tradeswomen. Some members are employed in construction trades, including welding, carpentry, plumbing and electrical work.

How can a NAWIC membership benefit you, the employer and your career in the construction industry?

- by sharing knowledge and ideas,
- through construction education,

- by serving the construction industry,
- participating in career recruitment,
- through liaisons and partnering agreements,
- by providing member services and benefits,
- by promoting industry and community involvement,
- by associating with other women in the industry.

Learn more about NAWIC, becoming a member or start a Chapter in your area — visit their website at www.nawic.org or contact Beth Windom, President at 406-771-9969 or 800-823-3596 or email her at bwindom@flynninsurance.com or Katie Hanning, Membership Chairperson at 406-727-3832 or e-mail khanning@pierce.biz



Five keys to success!

-  Do something you love.
-  Find and hang on to good people.
-  Pay attention. The public will tell you what it wants and what it's willing to pay for it.
-  Know at what price point you break even.
-  Concentrate your efforts on the areas in which they're best spent — and leave the rest alone.

Article in the InBusiness Monthly—September 2005 Issue
By Tyler Christensen



2-Day Leadership & Management Development Program for Managers and Supervisors

Numerous Dates and Cities from October 2005 to April 2006, topics include:

- Help participants achieve optimal performances as leaders in both their personal and professional lives.
- Understanding Dimensions of Behavior
- Conflict Management & Resolution
- Team Dynamics
- Decision Making & Problem Solving
- Transitional Management
- Tracking & Managing Performance
- Discipline & Legal Termination

\$290.00 AEM Members and \$340 Non-Members, Associated Employers of Montana, 406-248-6178, www.associatedemployers.org



2nd Seminar of a Multipart Series of Workshops for Individuals Who Manage Employees in Montana.

The Helena Job Service Employer's Committee in cooperation with Personnel Plus! Consulting Services, Inc. is sponsoring the second seminar of a multipart series of workshops for individuals who manage employees in Montana.

Session Two: Writing and Administering Effective Personnel Policies is scheduled for November 9th, 2005 at the Helena Great Northern Hotel from 8:15 AM until 4:30 PM.

In session two, participants will learn about the issues that must be considered when writing and administering lawful and

effective personnel policies for Montana based employees. Among the policy topics that will be addressed are Drug and Alcohol Testing, Time Off for Employees, What is required and What is Optional, Discipline Handling, Employee Grievance Procedures, Probationary Periods, Layoff, Recall and Rehiring, Nepotism, Sexual and other Unlawful Harassment, Non-compete Agreements and Intellectual Property Rights, Employee Working Rules

The cost of the day long session is \$129. There is a \$30 discount for those who register by November 4th. To register or to get more information, call 406.443.7169 or email jim@personnel-plus.com



**ON-LINE
SERVICES
AT YOUR
FINGER TIPS.....**

WEB SITE RECOMMENDATION OF THE MONTH

ORCA – Online Representations and Certifications Application

<http://orca.bpn.gov>

Any business must be registered in ORCA if the government contract solicitation you are responding to requires that you have an active registration in Central Contractor Registration (CCR) database.

ORCA has been developed to replace the paper based Representations and Certifications (Reps and Certs) process, known

as Section K and 330 Part II information. Now, using ORCA, a contractor can enter their Reps and Certs information once for use on all Federal contracts.

Two items are needed prior to registration; (1) An active record in CCR database, (2) An MPIN (Marketing Partner Identification Number) from that active CCR record.

Contract your local Montana Procurement Technical Assistance Center (PTAC) for additional assistance or contact the DBE Supportive Services for this PTAC information.

Montana Subcontractor Association Who are they and what do they do?



**What's a good
contract?**

The Montana Subcontractor Association started around 1995 due to concerns on the time frame between contractors starting work and receiving payment. Helena subcontractors united on the same cause and lobbied the legislature for a law to ensure prompt payment for work performed. The Association further addressed and successfully changed the retainage limit to 5% (28-2-211 Montana Code Annotated 2005), indemnification clause change, signed contracts with provisions to handle any disputes in another state under their laws to be handled under Montana laws.

The Association offers educational programs for contractors, health insurance programs, worker compensation, reduced seminar rates, the opportunity to participate with legislative efforts affecting the contracting community, and access to attorneys in the industry.

For more information contact:

Carl Schweitzer, Executive Director
(406) 443-8514 or e-mail to carl@mt.net.

**Montana Subcontractor's Association
7 North Olive, Helena, MT 59601**

DBE RULE CLARIFICATION

DBE Program Objectives as stated in the Montana DBE Program Guide

Knowledge

is power,

Power is
knowledge..

- To ensure nondiscrimination in the award and administration of USDOT-assisted contracts in MDT's highway, transit and airport financial assistance programs.
- To create a level playing field in which DBEs can compete fairly for federal assisted contracts.
- To ensure the MDT DBE Program is narrowly tailored in accordance with applicable state and federal laws.
- To ensure that only firms that fully meet the eligibility standards are permitted to participate as DBEs.

- To help remove barriers to the participation of DBEs in federal assisted contracts.
- To assist the development of firms that can compete successfully in the marketplace outside the DBE Program.
- To provide appropriate flexibility to recipients of federal financial assistance in establishing and providing opportunities for DBEs to compete in the marketplace with firms who are not DBEs.

For a complete copy of the Montana DBE Program Guide, go to MDT web site at ftp://ftp.mdt.mt.gov/contract/dbe_prog.pdf or contact DBE Supportive Services Office (800-883-5811) for a hard copy.

Thank you.



Francie Evans



Ona Ironmaker

"Do something
you love"

Dutton Project—Highway Specialties & Schellinger

Francie Evans and Ona Ironmaker love their job! Francine spent 10 years as a Union worker and has been with Highway Specialties for the past 5 years as a flagger. Ona has been in the construction industry since 1985, attended labor training schools, worked as a laborer in pug mills and hot plants. Sue Platis, Highway Specialties spoke highly of both Franci and Ona, and praised both as some of the best flaggers in the state.

When asked what advice they would give to women in this field, both said "be prepared to be strong enough to do the job as it requires a lot of standing and respect is earned".

INVITATION FOR BIDS LETTING OF NOVEMBER 3, 2005

Sealed bids on the following projects will be received by the Montana Department of Transportation-Highways Division, Contract Plans Bureau, Room 101, 2701 Prospect, Helena, Montana until 9:00 a.m. on November 3, 2005 the bids being publicly opened and read thereafter at 10:00 a.m. in the Department's auditorium.

Bid proposals, plans, cross-sections, dirt runs & erosion control plans if available, and full instructions to bidders are on file for examination and may be obtained from the Contract Plans Bureau. These documents may be requested by FAX (406) 444-7236, (see enclosed order form) by mail or by calling (406)444-6216, 6212, 6215 or TTY 444-7696.

All bid documents are available for downloading and/or printing at no charge at the following web site:
http://www.mdt.mt.gov/business/contracting/current_letting.shtml under the "Bid Packages" link. Additional bid letting information is also available on this web site.

- 1 **VIC WHITE COYOTE RD-S RAVALLI - NH 5-2(120)20 -NOTE: Two-Month Advertisement, December 1, 2005 Bid Letting Date.** Grading, gravel surfacing, plant mix bituminous surfacing, seal and cover, structures, and other improvements. The project is located entirely within the Flathead Indian Reservation on National Highway Route 5 (US 93) The Disadvantaged Business Enterprises' contract goals are 4.0%.
- 2 **CIRCLE – SOUTHEAST, NH 57-6(11)280 - JCT MT 200S - NORTHEAST, STPP 51-1(3)0 - CIRCLE - SOUTHEAST, NH 57-6(11)280.** Leveling, plant mix surfacing, seal and cover, silane deck seal. The Disadvantaged Business Enterprises' contract goals are 0.0%.
- 3 **RUDYARD – GILDFORD, NH 1-6(55)342 - RUDYARD – SOUTH, STPS 432-2(5)40 RUDYARD – GILDFORD, NH 1-6(55)342** - Cold milling, leveling, plant mix bituminous surfacing, striping and seal & cover. The Disadvantaged Business Enterprises' contract goals are 0.0%.
- 4 **SOMERS – SOUTH - SFCN 5-2(141)93 .** Overlay, Seal & Cover on the Somers - South Project in Lake and Flathead Counties. The Disadvantaged Business Enterprises' contract goals are 0.0%.
- 5 **FORT BENTON – LOMA - NH 10-2(30)43 -** Leveling, plant mix bituminous surfacing, seal and cover on the Fort Benton - Loma project in Chouteau County. The Disadvantaged Business Enterprises' contract goals are 0.0%.
- 6 **DEVON - E & W - NH 1-4(32)292** - Plant mix bituminous surfacing and seal & cover. The Disadvantaged Business Enterprises' contract goals are 0.0%.
- 7 **NE OF BILLINGS – NE - STPX 56788(8)** - This project consists of cold milling, PMBS, seal & cover and pavement markings as well as bridge rail revisions on three bridges. The Disadvantaged Business Enterprises' contract goals are 0.0%.
- 8 **MALTA – NORTHEAST - NH 99-1(9)0** - Plant mix surfacing, seal and cover and delineation. The Disadvantaged Business Enterprises' contract goals are 0.0%.
- 9 **WOLF CREEK - 8 KM E OF VIDA - BR 9028(10) -** A pre-stressed concrete beam bridge, grading, aggregate surfacing, drainage and seeding. The Disadvantaged Business Enterprises' contract goals are 0.0%.
- 10 **2000-GUARDRAIL-3 KM SOUTH OF FERGUS COUNTY LINE-SOUTH - STPHS 61-3(22)85 -** Grading, guardrail revisions and signing. The Disadvantaged Business Enterprises' contract goals are 0.0%.
- 11 **2001-TRAIL CREEK INTERCHANGE-EAST OF BOZEMAN - STPHS 90-6(105)317** - Grading, plant mix surfacing, seal and cover, cold milling, crossovers and deck rehabilitation. The Disadvantaged Business Enterprises' contract goals are 0.0%.
- 12 **2002-SIGNAL-JCT S-411, STPHS 205-1(32)27 - 2002-SIGNAL-JCT S-412, STPHS 411-1(9)02002-Signal-JCT S-411, STPHS 205-1(32)27** - These tied projects consist of signals and signs at both intersections. Both projects are located in Gallatin County. The Disadvantaged Business Enterprises' contract goals are 0.0%.

INVITATION FOR BIDS LETTING OF NOVEMBER 3, 2005—CONTINUED

- 13 MT 35/SEC 317 INT – KALISPELL -STPHS-STPP 52-2(28)51.** Installation of traffic signals and intersection improvements on the MT 35/SEC 317 INT-KALISPELL project. The project is located within the urban limits of Kalispell in Flathead County. The Disadvantaged Business Enterprises' contract goals are 0.0%.
- 14 D1 - INTERSTATE GUARDRAIL - IM 0002(392)** Upgrade of blunt-end guardrail sections on the D1-Missoula District project in Mineral County. The Disadvantaged Business Enterprises' contract goals are 0.0%.
- 15 1998-D1-GUARDRAIL - STPHS 0002(676).** Guardrail, grading, gravel and seeding on the 1998-D1-Guardrail project on MT 35 in Lake County and US 2 in Flathead County. The project has 4 locations:
 Location 1 - MT 35 - South of Big Fork (RP 24.3 to 25.3)
 Location 2 - US 2 - West of Kalispell (RP 102.8 to 103.2)
- Location 3 - US 2 - West of Kalispell (RP 108.1 to 108.5)
 Location 4 - US 2 - West of Kalispell (RP 110.7 to 111.6)
 The Disadvantaged Business Enterprises' contract goals are 0.0%.
- 16 2002-D1-SIGNING, STPHS 0002(759)**
2001-DELINEATORS-WEST OF MISSOULA,
STPHS 263-1(22)6
2001-SAFETY IMPROVEMENT-KALISPELL-NORTH, STPHS 292-1(5)
2002-D1-SIGNING, STPHS 0002(759) –
 Signing and delineation. The Disadvantaged Business Enterprises' contract goals are 0.0%.
- 17 57TH-2ND AVE N/10TH AVE S-GTF -NH 102-1(2)8.** Plant-mix overlay, seal & cover.
 The Disadvantaged Business Enterprises' contract goals are 0.0%.

MORE MT CONTRACTING OPPORTUNITIES**Invitations for Bids and Requests for Proposals**[INSTRUCTIONS](#)[SEARCH TIPS](#)[FEEDBACK](#)**Solicitation Listings for Agency: Department of Transportation****Montana State Contract Opportunities**

307710, Overlay & Chip Seal Reed Point West, MT Dept of Transportation, Bid Due Date October 25, 2005

307711, Chip Seal Project Huntley Bridge – Worden, MT Dept of Transportation, Bid Due Date October 25, 2005

307705, Kalispell Equipment Storage Building Roofing, MT Dept of Transportation, Bid Due Date November 4, 2005

Wildlife & Fish Habitat Linkages RFI, MT Dept of Transportation, Bid Due Date November 1, 2005

065110 CSW, Stillwater Thinning RB PCT 06, MT Dept of Natural Resources & Conservation, Bid Due Date: October 20, 2005 <http://www.discoveringmontana.com/doa/gsd/osbs/Default.asp>

City of Culbertson, Construction of two steel reservoirs, Bid Due Date: October 26, 2005, DeWild Grant Reckert and Associates, 712-472-2531

Potable Water Reservoir Relocation and Painting, Bid Due Date: October 19, 2005, Salish & Kootenai Housing Authority, 406-675-4491

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